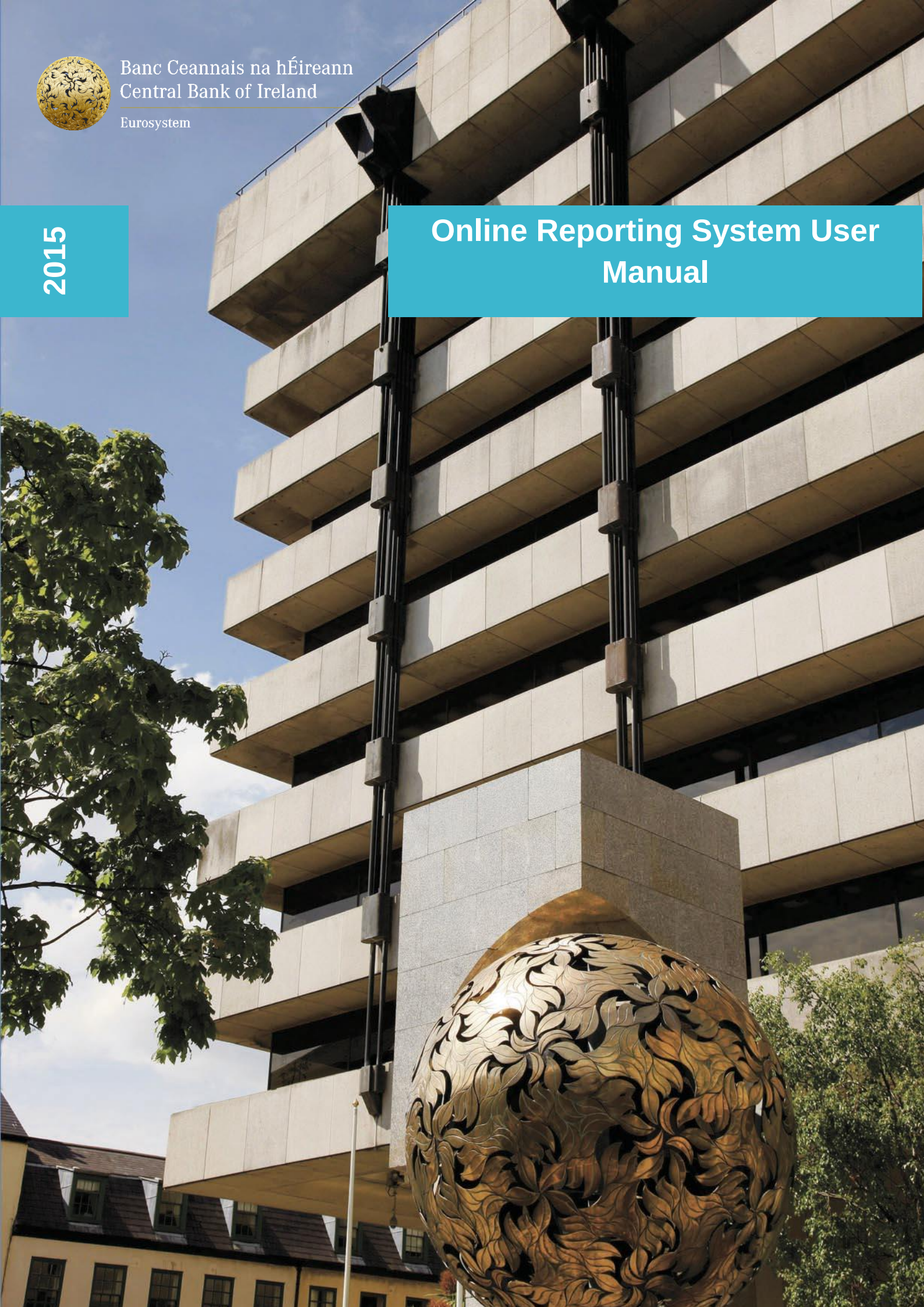

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

2015

Online Reporting System User Manual

Disclaimer

The guidance in this document is correct as at the date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

This manual does not cover the content of individual returns. Users should continue to refer to the published division specific materials for return completion guidance.

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1. Introduction

1.1 Purpose of this User Manual

This User Manual provides instructional support and guidance to Authorised Firm Personnel who use the Online Reporting System (*hereinafter* the ONR or the System) to submit or view their Regulatory Returns.

The manual focuses on access, navigation, use and management of the system.

This manual does not cover the content of individual returns or the definitions of fields within returns. Users should continue to refer to the published Guidance for completing specific returns.

1.2 User Support

All Business and System related Online Reporting queries and requests should be submitted to the Central Bank using the Instructions available in section 5 of this User Manual.

1.3 Familiarity with Manual

As part of being authorised, it is required that all users are familiar with the content of this manual, as set out in the Minimum Competency Requirements.

1.4 Online Reporting System- New Features

Self-Service Password Reset, Section 4.4. There is no need to contact the Central Bank; a user can reset their own password. It is a quicker and more convenient method of doing so.

Submit Queries and My Requests, Section 5.1. This new function allows entities to submit questions to the Central Bank via an online query form. The form is easily accessible on the Home Page of the Online Reporting System. The response time for queries submitted through the ONR is quicker than for email.

Returns Reminders and Acknowledgements, Section 6.1 allows entities to set reminders for the firm as well as for each individual return type.

Delegation, Section 7.1. The Firm/ System Administrator may delegate a fund regulatory return filing to either a Fund administrator or a Funds legal advisor. The delegation options are limited to these two service provider types.

2. The Online Reporting System

2.1 About the System

The Online Reporting System is a web-based application through which authorised entities are required to submit their Regulatory Returns.

2.1.2 Minimum System Requirements

The Online Reporting System may be accessed using the following Internet browsers:

- Internet Explorer v6.0 (or later)
- Mozilla Firefox v2.0 (or later)
- Apple Safari
- Google Chrome

The Online Reporting System allows returns to be exported to spreadsheet applications.

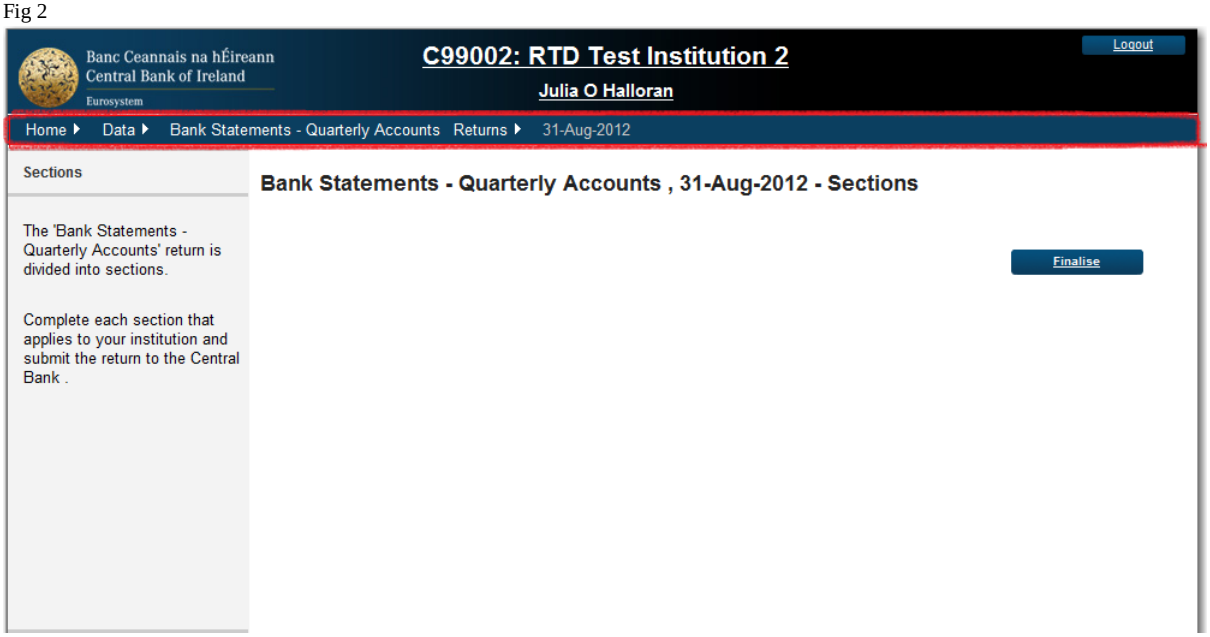
2.1.3 Navigation

Use the menu across the top of the system pages to navigate through the Online Reporting System.

This menu is highlighted in red in Figure 2 below.

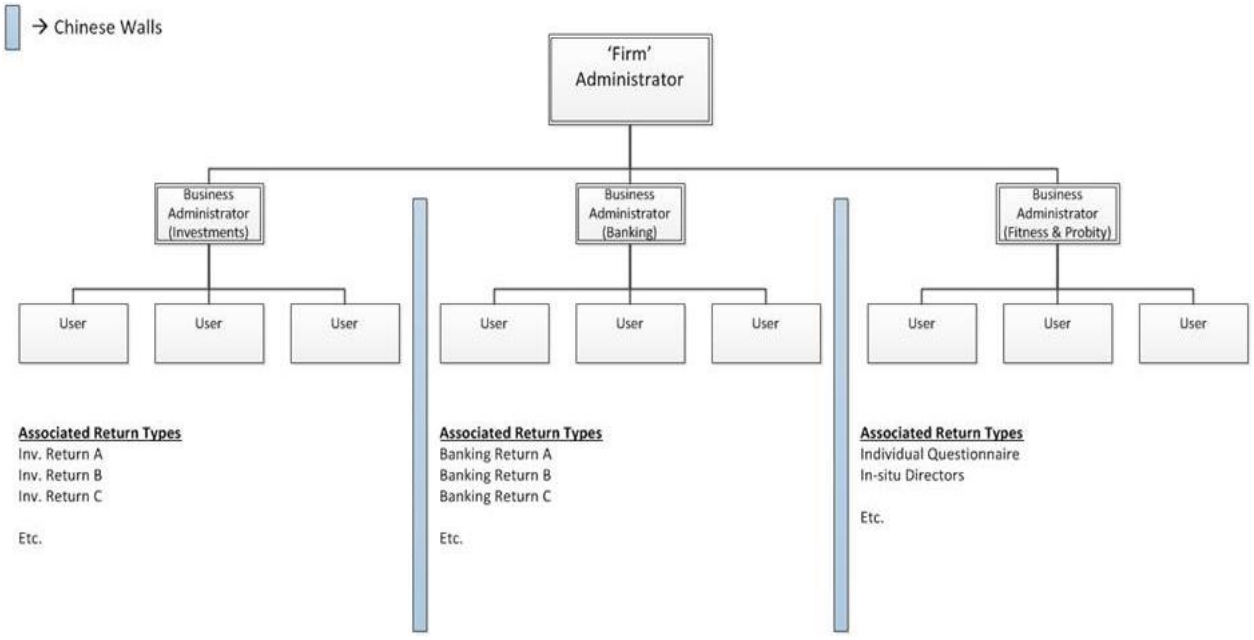
The menu provides links back to each previous page the user navigated through to get to the current page.

Fig 2


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Data
Bank Statements - Quarterly Accounts
Returns
31-Aug-2012
Sections
The 'Bank Statements - Quarterly Accounts' return is divided into sections.
Complete each section that applies to your institution and submit the return to the Central Bank .
Bank Statements - Quarterly Accounts , 31-Aug-2012 - Sections
Finalise

2.3 System Accounts

Fig 2.1



There are three different types of system account:

- Firm/System Administrator
- Business Administrator
- User

2.3.1 Firm/ System Administrator Accounts[1]

- The Firm/System Administrator will automatically have unconditional access to all returns applicable to the entity. This includes Fitness & Probity Returns (IQs) which may contain confidential and highly sensitive information.
- The Firm/System Administrator is responsible for adding, modifying or removing existing Business Administrator(s) and User(s) profile(s) to/from the ONR and adding or deleting the IQ return type to individual Business Administrator(s) and User(s) profile(s) as required, without contacting the Central Bank.
- Each entity shall have one Firm/System Administrator account.
- The Firm/System Administrator is responsible for setting up and managing Business Administrator accounts and User accounts for the Entity (i.e. notifying login details and resetting passwords, when necessary). They may also set the profiles to provide the ability to view, create, submit and/or amend returns and delegate (For Funds), depending on the roles assigned.
- The Central Bank will notify the Firm/System Administrator directly of their login details (institution code, login name and password) after initial setup of the Entity on the ONR.[2]
- If the Firm/System Administrator changes, the Institution must notify the Central Bank immediately via the 'Submit a Request' process.[3] If the proposed new Administrator is not set up with an account on the ONR, this must be done before contacting the Central Bank.

2.3.2 Business Administrator Accounts

- Business Administrator accounts are primarily in place for larger financial institutions with multiple divisions, where a 'Chinese Wall'[4] structure is required to restrict transfer of sensitive information between divisions within the firm.

[1] Please note that some Institutions do not have Firm/ System Administrators. Where this occurs please refer to divisional specific guidance notes on Administrators.
[2] See logging in for the first time at Section 2.4.1
[3] Please see section 5 for further detail on submitting requests.
[4] As defined in Chapter 12 of the Consumer Protection Code 2012.

- The primary difference between Business Administrator and Firm/System Administrator accounts is that the Business Administrator(s) **does not automatically have access to all returns**. The Business Administrator will be **assigned** their ONR account profile and **roles by the Firm/System Administrator**.
- Where the Firm/System Administrator has given responsibility and access to do so, the Business Administrator account can create, edit or delete other Business Administrator accounts and other User accounts. The functions assigned may include set up and management of other accounts, notification of login details, resetting passwords, setting profiles to provide the ability to view, create, submit and/or amend returns.
- If someone is to act as proposer for Individual Questionnaires, they must be a Business Administrator and have Administrator access to the IQ Return type.

2.3.3 User Accounts

- The User will have the ability to view, edit and amend returns, as determined by the roles assigned to them.
- User accounts are administered by the Firm/System Administrator or Business Administrator. They may set up one or more User accounts for the firm.
- The User account cannot create or edit other User accounts.
- Please refer to the Access procedure for more information.

2.4 Logging In

2.4.1 Logging in for the First Time

- The Online Reporting System will require all Administrator(s) and User(s) to change their password when logging into the system for the ***first*** time. See figures 2.2 and 2.3 below.
- The Firm/System Administrator will be prompted to enter the temporary password as issued to them by the Central Bank in 'Enter Old Password'.
- The Firm/System Administrator must then create a new password.
- Once satisfied with the new password, select **Change**.(Fig 2.3 refers)

Fig 2.2 Login Screen where initial firm credentials are inputted as provided by the Central Bank to the Firm/System Administrator.

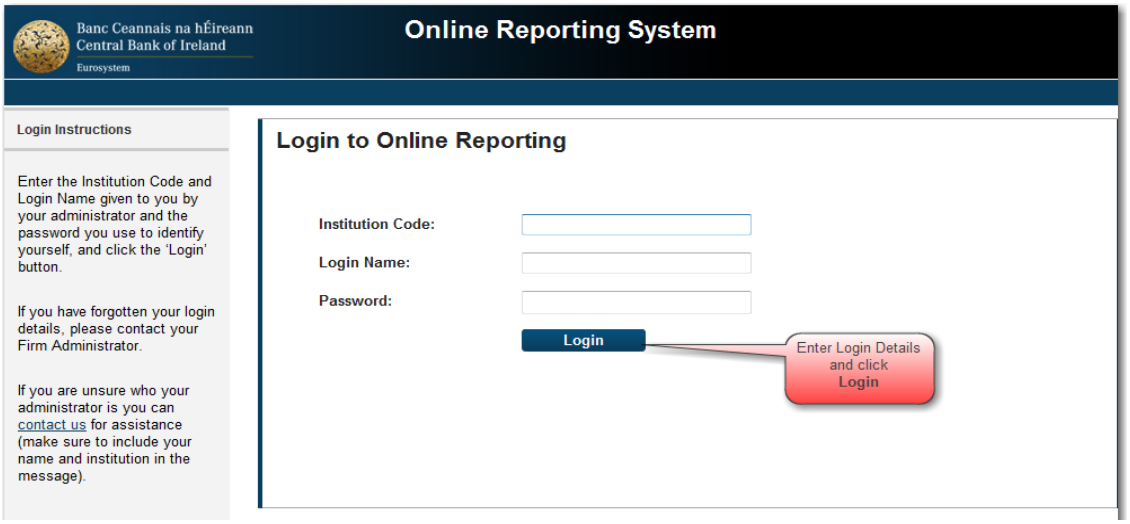
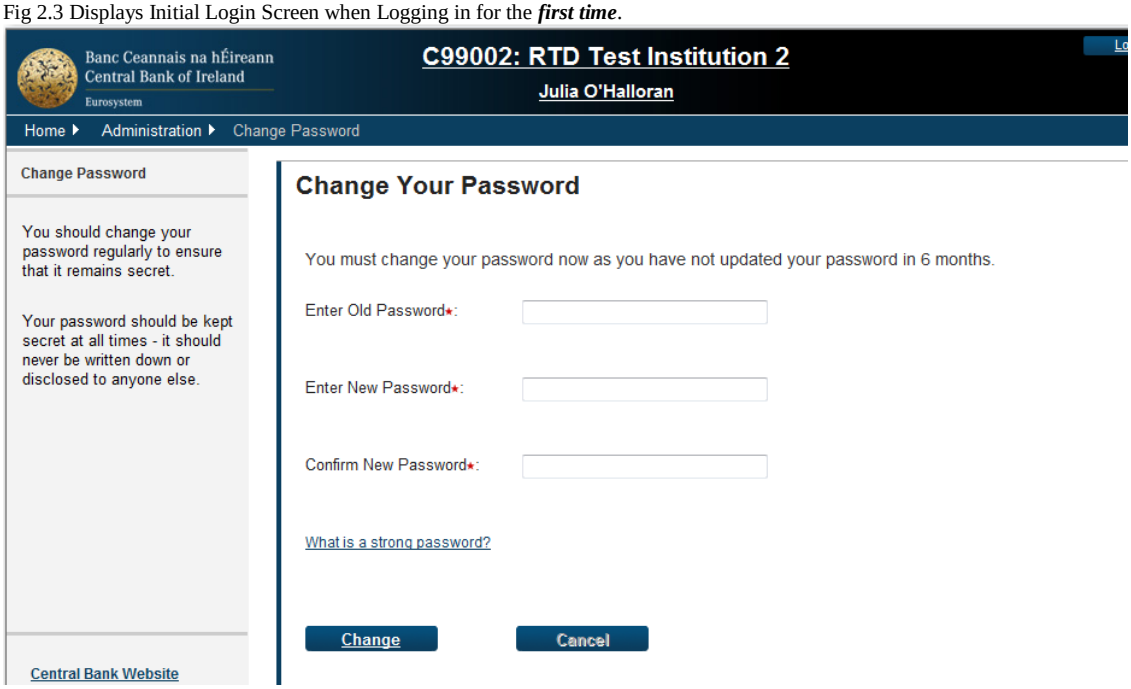

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Enter Login Details and click Login

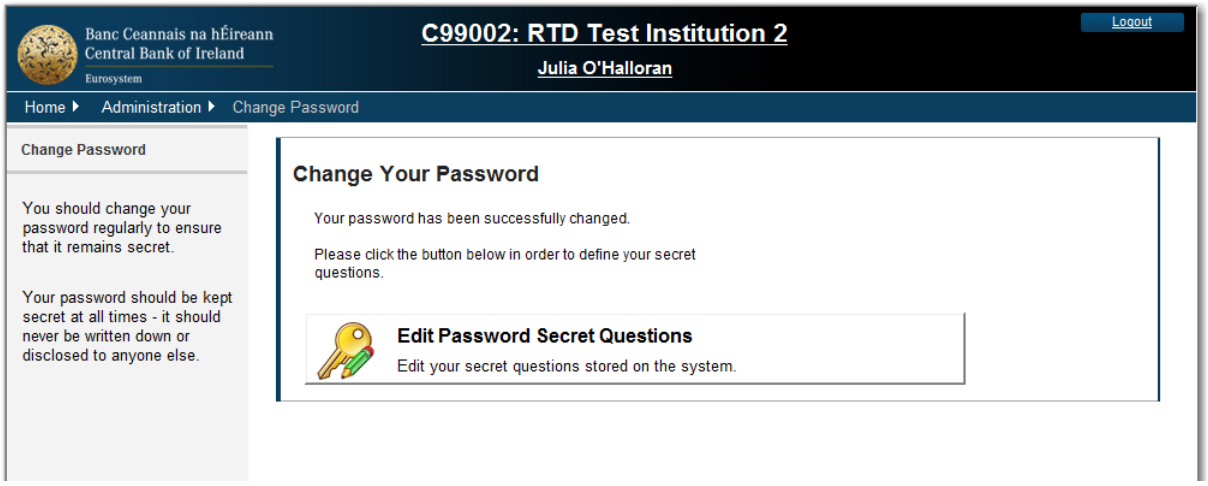
Fig 2.3 Displays Initial Login Screen when Logging in for the ***first time***.


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Home
Administration
Change Password
Change Password
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Central Bank Website
Change Your Password
You must change your password now as you have not updated your password in 6 months.
Enter Old Password*:
Enter New Password*:
Confirm New Password*:
What is a strong password?
Change
Cancel

- The end user is responsible for keeping their details secure.

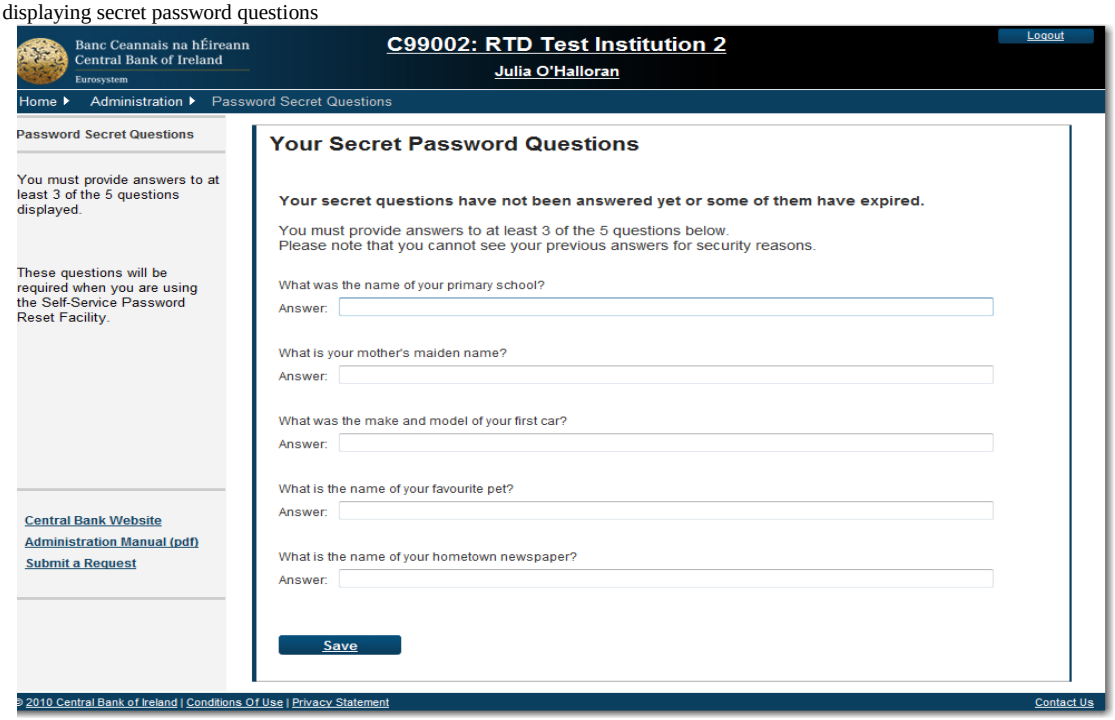
- ONR Administrators and Users should refer to Section 4.4 on '*Self Service Password Reset'* and Section 4.5 on '*Reset a Password for another users account*' for further information on password functionality.

Fig 2.4 shows a screen display where a Password is successfully changed.


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Logout
Home
Administration
Change Password
Change Password
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Change Your Password
Your password has been successfully changed.
Please click the button below in order to define your secret questions.
Edit Password Secret Questions
Edit your secret questions stored on the system.

- Click the '**Edit Password Secret Questions**' button to proceed.
- Your Password Secret Question page appears (Fig 2.5 refers). You must provide answers to at least 3 of the 5 questions below. Then click '**Save'**. Once this is complete you will be brought to the home screen.
- Answers are not case sensitive. Please keep a record of your answers as you will need them if you forget your password.

Fig 2.5 Screen displaying secret password questions


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Logout
Home
Administration
Password Secret Questions
Password Secret Questions
You must provide answers to at least 3 of the 5 questions displayed.
These questions will be required when you are using the Self-Service Password Reset Facility.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Your Secret Password Questions
Your secret questions have not been answered yet or some of them have expired.
You must provide answers to at least 3 of the 5 questions below.
Please note that you cannot see your previous answers for security reasons.
What was the name of your primary school?
Answer:
What is your mother's maiden name?
Answer:
What was the make and model of your first car?
Answer:
What is the name of your favourite pet?
Answer:
What is the name of your hometown newspaper?
Answer:
Save
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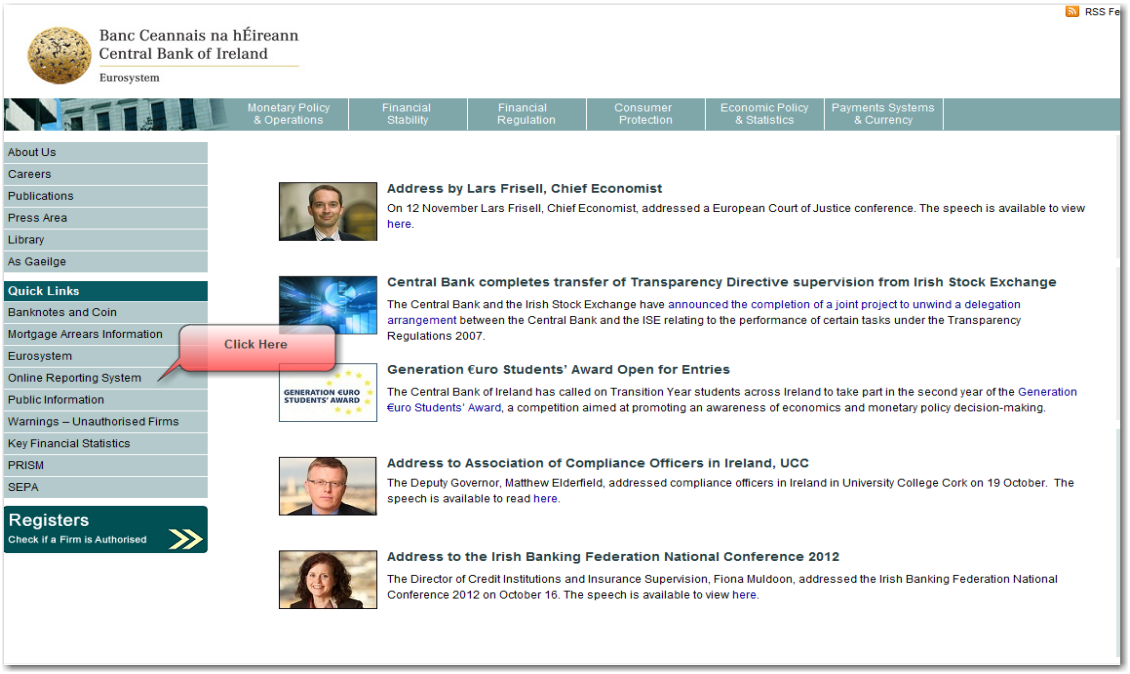
2.4.2 Logging in - Business as Usual

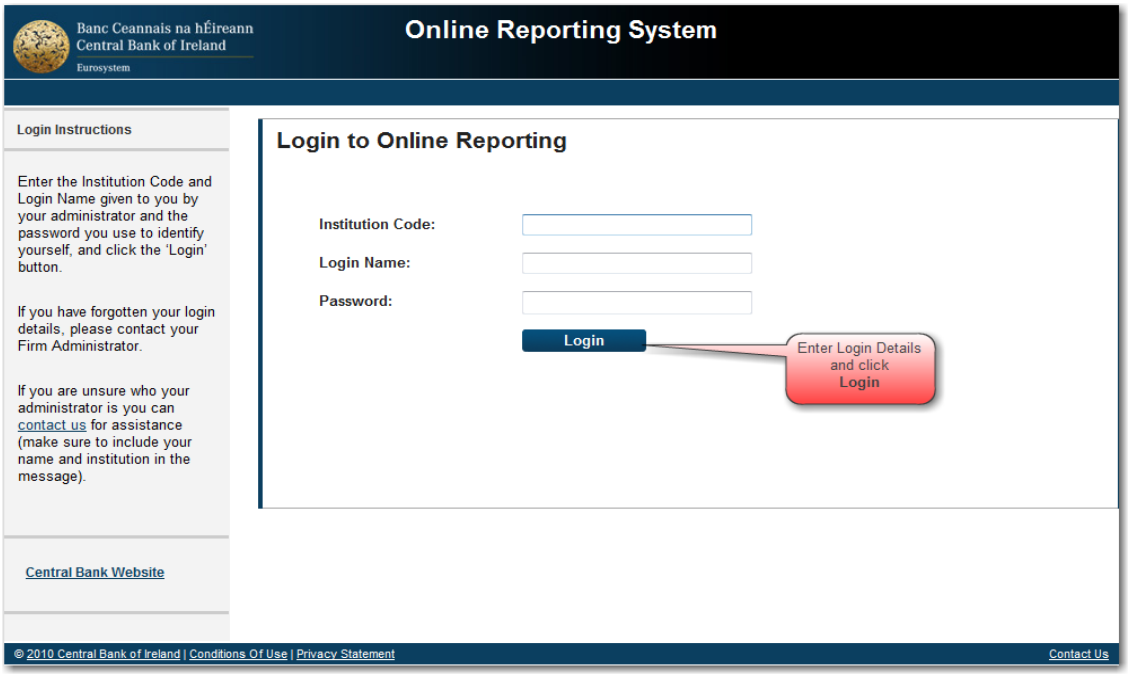
- Open a web browser and enter the address www.centralbank.ie
- Click the **Online Reporting System** button –see Figure 2

Fig 2.6


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Monetary Policy & Operations
Financial Stability
Financial Regulation
Consumer Protection
Economic Policy & Statistics
Payments Systems & Currency
About Us
Careers
Publications
Press Area
Library
As Gaeilge
Quick Links
Banknotes and Coin
Mortgage Arrears Information
Eurosystem
Online Reporting System
Public Information
Warnings – Unauthorised Firms
Key Financial Statistics
PRISM
SEPA
Registers
Check if a Firm is Authorised
Click Here
Address by Lars Frisell, Chief Economist
On 12 November Lars Frisell, Chief Economist, addressed a European Court of Justice conference. The speech is available to view here.
Central Bank completes transfer of Transparency Directive supervision from Irish Stock Exchange
The Central Bank and the Irish Stock Exchange have announced the completion of a joint project to unwind a delegation arrangement between the Central Bank and the ISE relating to the performance of certain tasks under the Transparency Regulations 2007.
Generation €uro Students' Award Open for Entries
The Central Bank of Ireland has called on Transition Year students across Ireland to take part in the second year of the Generation €uro Students' Award, a competition aimed at promoting an awareness of economics and monetary policy decision-making.
Address to Association of Compliance Officers in Ireland, UCC
The Deputy Governor, Matthew Elderfield, addressed compliance officers in Ireland in University College Cork on 19 October. The speech is available to read here.
Address to the Irish Banking Federation National Conference 2012
The Director of Credit Institutions and Insurance Supervision, Fiona Muldoon, addressed the Irish Banking Federation National Conference 2012 on October 16. The speech is available to view here.

- The Login screen of the Online Reporting page appears. Enter your login details and click **Login**.(Fig 2.7 refers)

Fig 2.7


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Enter Login Details and click Login
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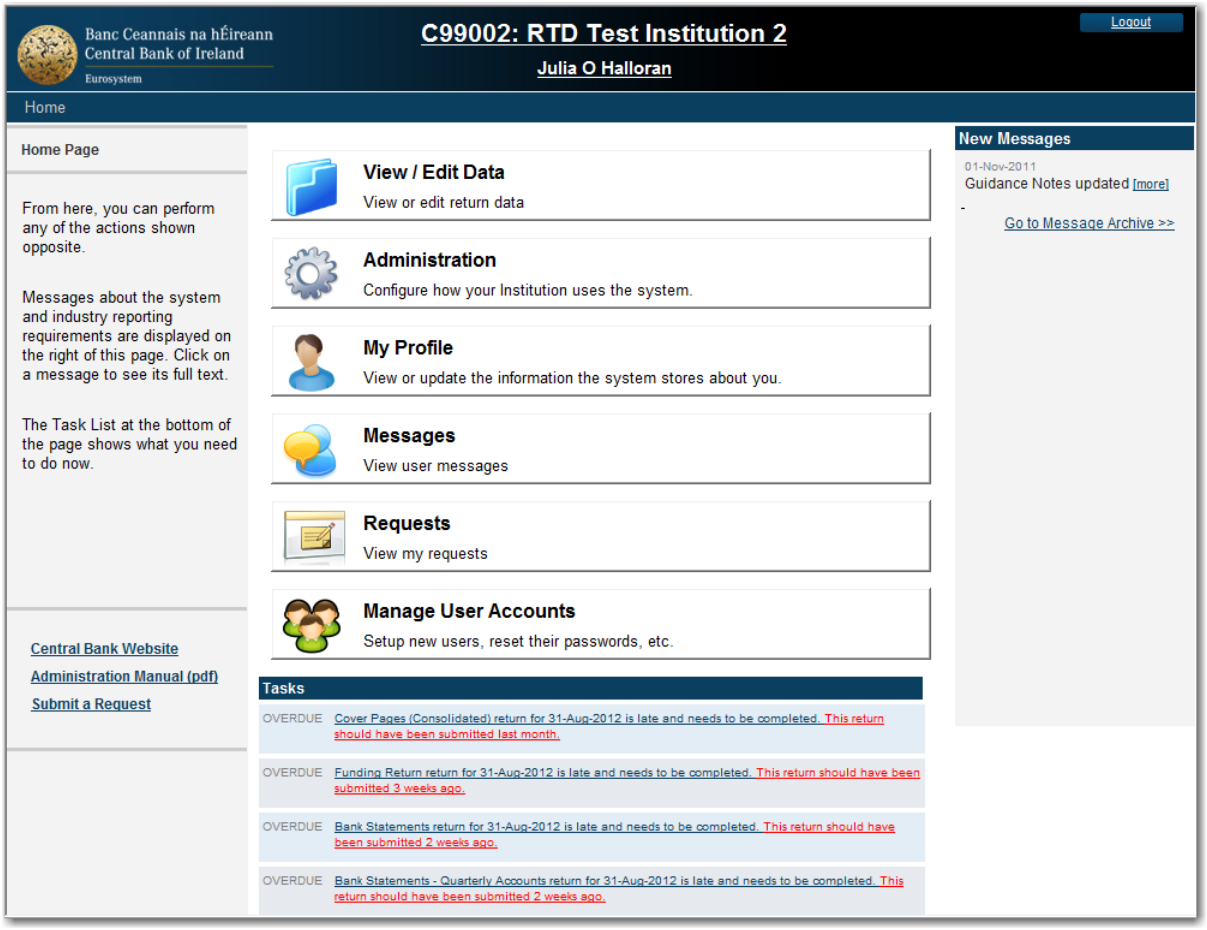
Contact Us

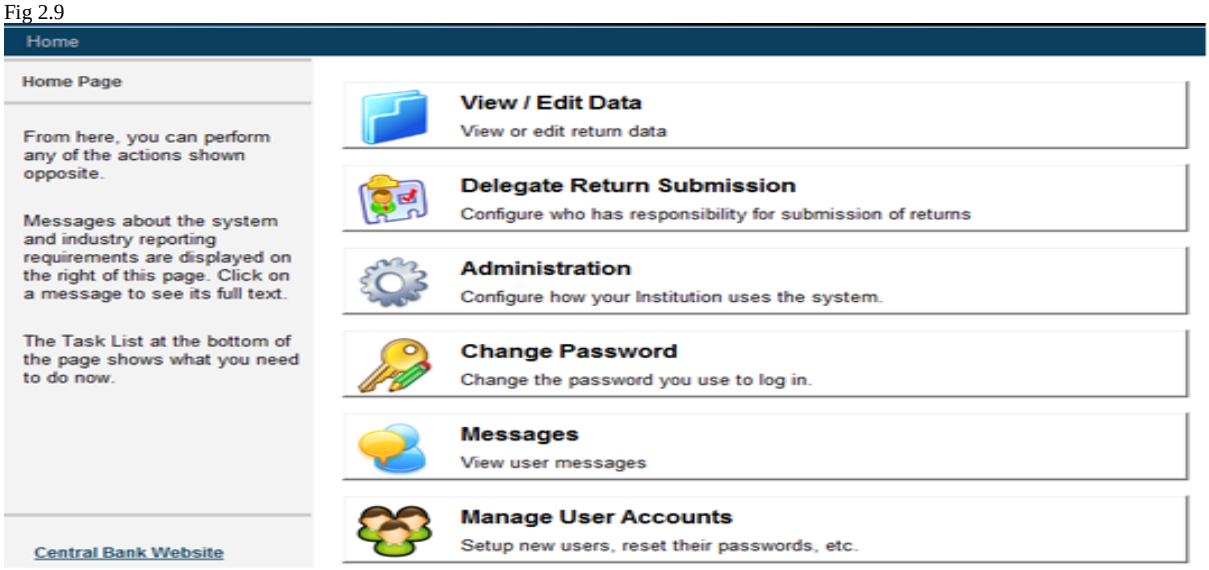
- The Home page appears- see figure 2.8. Throughout the manual, reference will be made to the Home page. It is the key point of reference when beginning any task on the ONR.

Fig 2.8


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.
OVERDUE Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
OVERDUE Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.

- Figure 2.9 displays what a Fund System Administrator will see when logging on to the Online Reporting System.

Fig 2.9

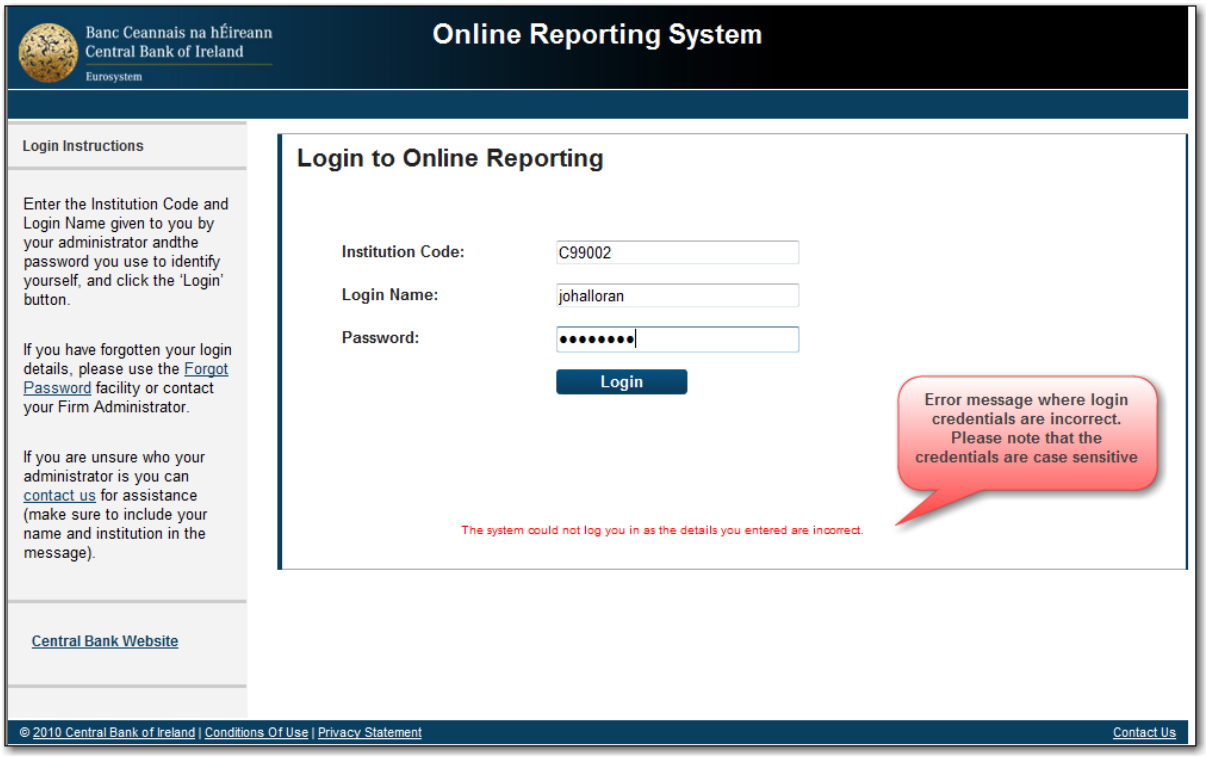

Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
View / Edit Data
View or edit return data
Delegate Return Submission
Configure who has responsibility for submission of returns
Administration
Configure how your Institution uses the system.
Change Password
Change the password you use to log in.
Messages
View user messages
Manage User Accounts
Setup new users, reset their passwords, etc.

2.4.3 Login Errors

2.4.3.1 Incorrect login details

- Login details are **case sensitive** (see Figure 2.10)

Fig 2.10


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator andthe password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please use the Forgot Password facility or contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
C99002
Login Name:
johalloran
Password:
Login
The system could not log you in as the details you entered are incorrect.
Error message where login credentials are incorrect. Please note that the credentials are case sensitive
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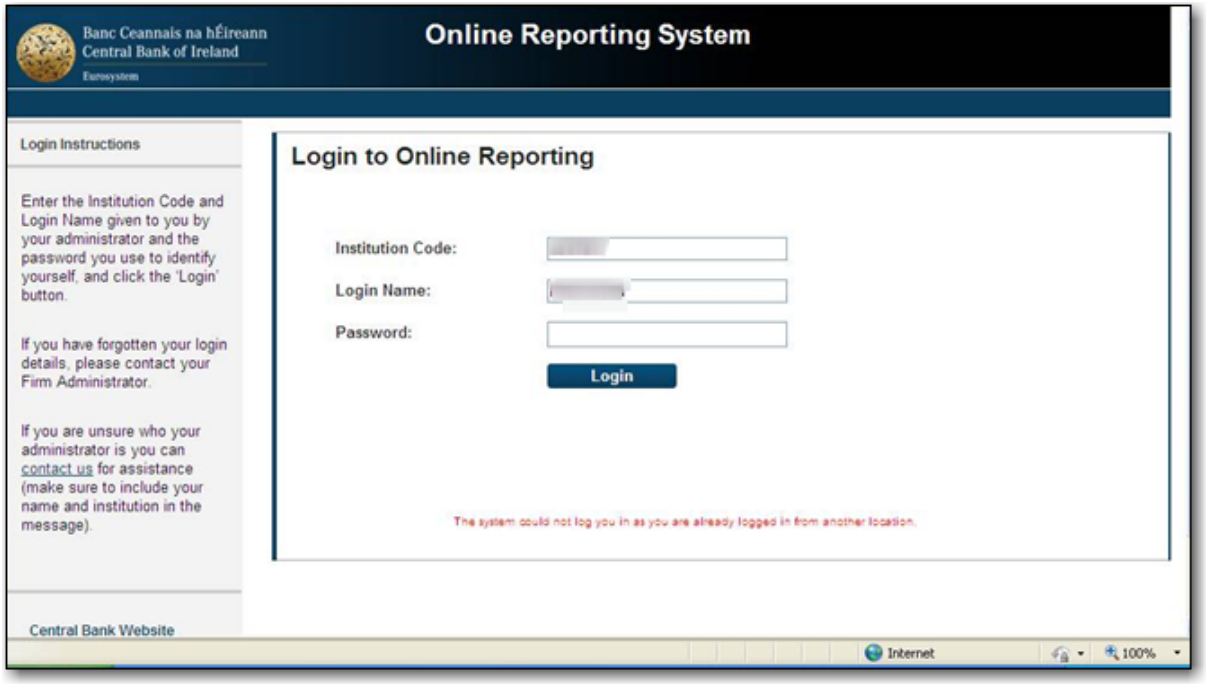
Contact Us

2.4.3.2 Logging in from different locations

- '*The system could not log you in as you are already logged in from another location'*(Figure 2.11 refers)
- You are not allowed to log into the ONR from 2 computers or from two separate tabs in your browser at the same time.
- Ensure that you are logged off from all locations.
- The error message can also occur when you have closed down the ONR using the X on the upper right hand corner of your browser.
- Wait a half an hour and retry again.

Fig 2.11


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
The system could not log you in as you are already logged in from another location.
Internet
100%

2.4.3.3 HTTP 400 - Bad Error Request

- This error occurs where the login attempted is deemed a security threat. (Figure 2.12 refers)
- Disable any add-ons on your web browser.#
- Access the ONR directly through the centralbank.ie website and not through external links or search engines.

Fig 2.12

HTTP 400 - Bad Request
Access Denied
The page you have requested is not valid. Access to the website is denied.
If you would like further assistance with this issue, please contact us on (01) 224 6000 or e-mail please contact Central Bank system support.

2.4.4 Inactivity

Users will be logged out of the system after 20 minutes of inactivity.[5]

2.4.5 Logging Out

Fig 2.13

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Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Click 'Logout'
Central Bank Website
Administration Manual (pdf)
Submit a Request
Tasks
OVERDUE
Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

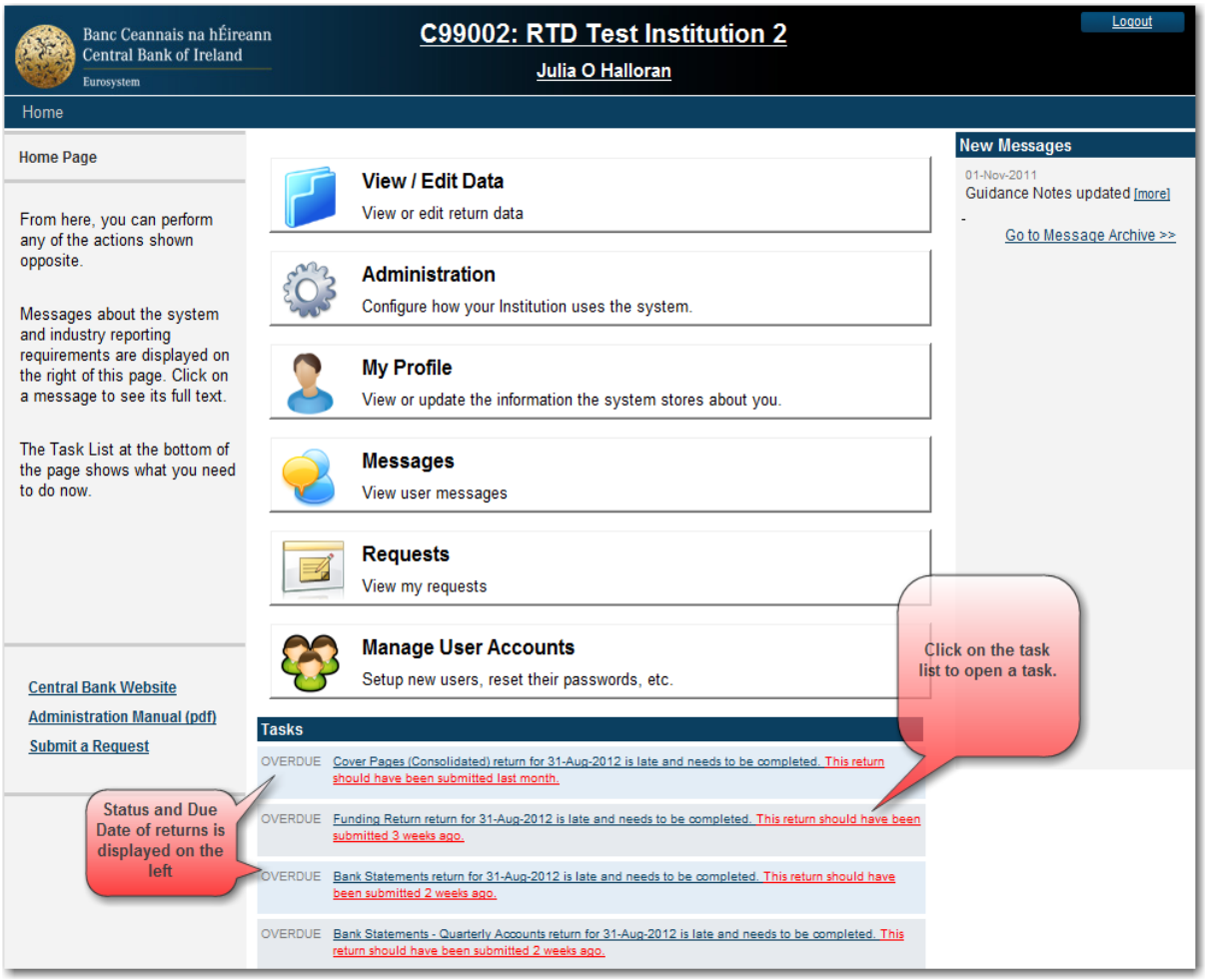
- Always click the *Logout* button to securely leave the Online Reporting System. (Figure 2.13 refers)
- Please note that the Funds screen will contain '*Delegate Return Submission'* button as per Figure 2.9.
- If you do not log out properly, the 'Logged in from a different location' error message can appear when trying to log in again.

[5] Please refer to Section 2.4 on best practice for logging in and logging out.

2.5 Tasks

- Tasks are displayed at the bottom of the *Home page*, alerting the User to take an action on a specific return. (See Figure 2.14) (See Figure 2.9 for Funds)

Fig 2.14


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Central Bank Website
Administration Manual (pdf)
Submit a Request
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.
OVERDUE Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
OVERDUE Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
Click on the task list to open a task.
Status and Due Date of returns is displayed on the left

- There are 3 types of tasks
    - Due
    - Overdue
    - Revised (when the return is unlocked)
- Only one task is displayed per return
- The task link opens the page for the associated return.

2.6 New Messages

2.6.1 View New Messages

- The Online Reporting System includes a *New Messages* facility to notify entities of general announcements related to Returns or to the Online Reporting System, such as planned Online Reporting System down time or documentation updates.(Figure 2.15)
- *New Messages* are displayed on the right side of the Homepage. The five most recent messages are displayed here; older messages are displayed in the *Message Archive*.
- Click *[more]* (to the right of any message), or click on the message hyperlink to view its contents.

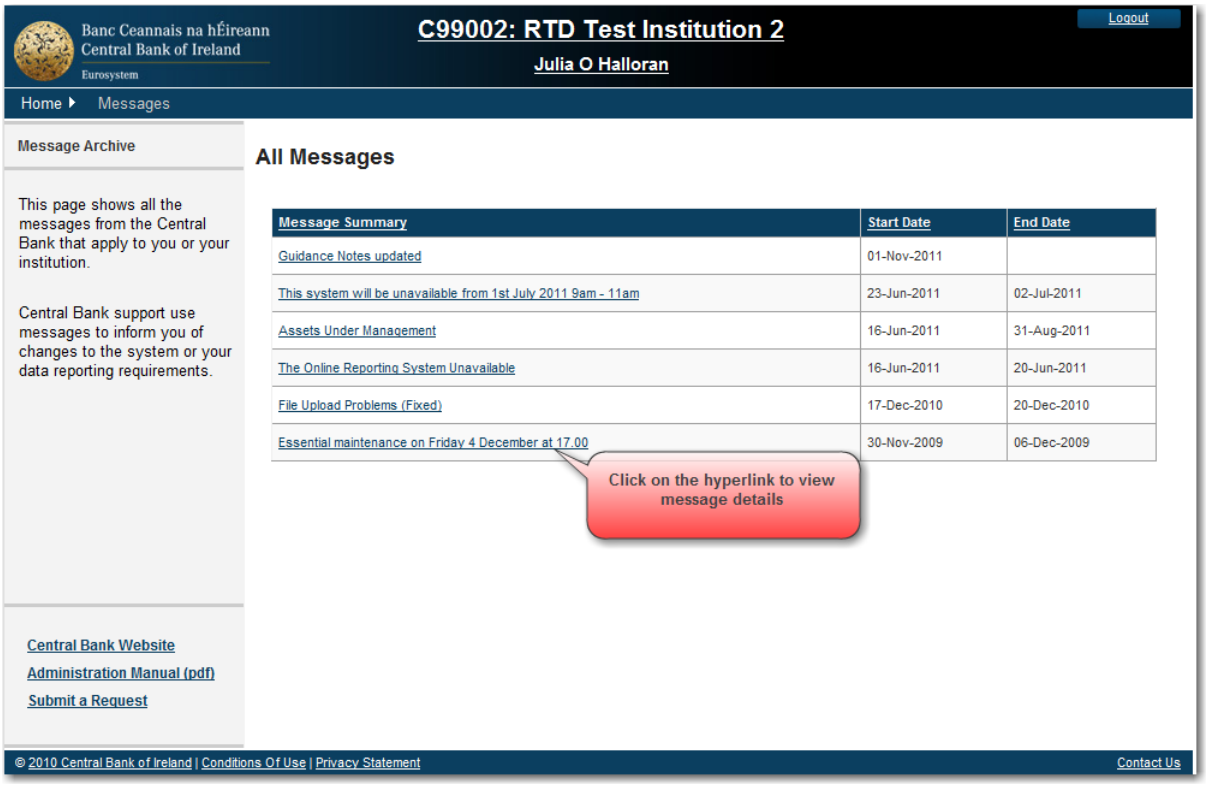
Fig 2.15

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Tasks
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Click [more] to view full message contents.
Click 'Go to Message Archive' to view older messages.

2.6.2 View Message Archive

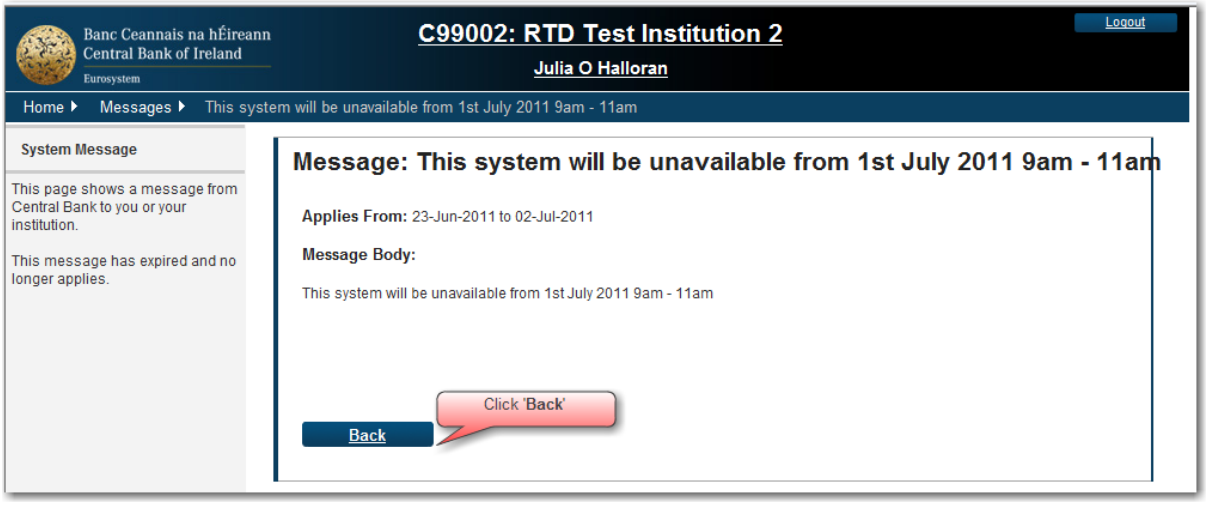
- Click *Go to Message Archive >>* to view older messages. (Figure 2.15 refers) The *All Messages* page appears. Click the title of the message under the *Message Summary* column to view its contents. (Figure 2.16 refers)

Fig 2.16



- Click *Back* to return to the previous page.

Fig 2.17


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Messages
This system will be unavailable from 1st July 2011 9am - 11am
System Message
This page shows a message from Central Bank to you or your institution.
This message has expired and no longer applies.
Message: This system will be unavailable from 1st July 2011 9am - 11am
Applies From: 23-Jun-2011 to 02-Jul-2011
Message Body:
This system will be unavailable from 1st July 2011 9am - 11am
Click 'Back'
Back

2.7 Fitness & Probity Returns

Before a regulated financial service provider can appoint a person to a PCF, the Central Bank must have approved the appointment in writing. All persons wishing to seek approval to perform a pre-approval controlled function ("PCF") must complete and submit an Individual Questionnaire to the Central Bank electronically through ONR. The Central Bank will no longer accept paper IQ submissions.

All firms currently utilising ONR will have the ONR Fitness & Probity returns such as the "IQ return type" automatically added to their profiles by the Central Bank.

Regulated financial service providers will be provided with a System Administrator account, allowing them to log on to the online system. Individual accounts for PCF applicants (and/or PCF Proposers) can then be created by regulated financial service providers, enabling applicants to complete their IQs online.

For full details on the Fitness & Probity process including guidance on how to complete an Individual Questionnaire ("IQ) application, please refer to the Fitness & Probity section of our website located here.

2.7.1 Points on using the System

The return includes:

i) an online IQ form, to be completed by the proposed holder of the PCF (including pre-formatted curriculum vitae sections within the IQ form itself);

ii) ability to attach additional documentation to support an application where necessary;

iii) option/ability to export core data once completed online which can later be imported by the applicant for a subsequent application;

iv) an online declaration by the proposed holder of the PCF as to the accuracy and veracity of the information provided;

v) an online declaration by an appropriate officer from the proposing regulated financial service provider confirming the checks of the individual were undertaken by the regulated financial service provider (e.g. appropriate due diligence regarding qualifications and experience, previous employer reference checks etc.), and confirming that the regulated financial service provider is satisfied that the proposed holder of the PCF is fit and proper.

The online IQ enables the applicant to submit a single application where applying for more than one PCF in the same regulated financial service provider (e.g. head of risk and head of compliance).

Where a person wishes to apply for several PCFs in different regulated financial service providers, however, s/he must submit an application for each PCF.

The individual is responsible for all information given to the regulated financial service provider and/or the Central Bank.

Section 1

Section 1 is a preliminary section which determines the information required to be completed within the rest of the form. The applicant's responses in Section 1 will enable or disable certain of the other sections of the Individual Questionnaire. For example, if you answer 'Yes' to question 1.8, complete Section 9 which will be mandatory, and then change your answer to question 1.8 to 'No', the data you previously entered in Section 9 is erased and cannot be recovered.

Section 2

In this section the applicant must provide their personal details, as well as select the proposed PCF role and principal sector in which they propose to operate.

Section 3

This section requests details of the applicant's professional and other relevant experience, educational qualifications, professional memberships and relevant training. The applicant must demonstrate that they have the necessary qualifications, experience, competence and capacity appropriate to the relevant PCF(s) applied for.

Section 4

The *Minimum Competency Code* section must be completed if the applicant answered Yes to Question 1.1 and are a New Entrant, or are availing of Grandfathering arrangements.

Section 5

The *Applicant Reputation and Character* section is mandatory for all applicants excluding those who are currently approved by the Central Bank of Ireland or another Financial Services Regulator within the EU/EEA to a similar position in the same sector for which you are now applying.

Section 6

In the *Applicant Current and Previous Regulatory Approvals* section the applicant must provide details of all current and previous regulatory approvals held (within the last 10 years), including approvals by other Financial Services Regulators in other jurisdictions.

Section 7

Applicants must complete the *Applicant Shareholdings in Proposing Entity or Group Companies* section if they answered Yes to Question 1.6. They must provide details of current or proposed shareholdings in the proposing entity or related entities, including voting rights.

Section 8

The *Applicant Shareholdings/Business Interests in Financial Entities and Other Firms* section is mandatory if the applicant answered Yes to Question 1.7. The applicant must provide details of all current and previous business interests in financial and non-financial entities.

Section 9

In this section the applicant must provide details of all current and previous positions in financial or non-financial entities which are not regulated and therefore are not included in Section 6 of the application.

Section 10

All documentation in the *Supporting Documentation* section must be submitted in one of the following formats:

- MS EXCEL .xls, .xlsx
- MS WORD .doc, .docx
- TIF .tif, .tiff
- JPEG .jpg, .jpeg
- PDF .pdf

Please note the system supports up to a maximum size of 8MB per file uploaded.

Section 11

In the *Applicant Declaration* section, 2 referees must be provided where the applicant is applying within the Insurance/Reinsurance Intermediaries, Investment Intermediaries or Mortgage Intermediaries Sectors and/or acting as a Sole Trader or a Single Director in a Private Company Limited by Shares. Contact details for 2 of their most recent previous employers (within the last 10 years) should be provided. Where they have been self-employed for more than 10 years we require contact details of 2 individuals familiar with their financial service activities.

Section 12

The *Proposer Declaration* section must be completed and signed off on behalf of the proposing entity by one of the following PCFs:

- PCF1 Executive Director
- PCF 2 Non-Executive Director
- PCF3 Chairman
- PCF8 Chief Executive
- PCF9 Each member of a partnership
- PCF12 Head of Compliance
- PCF15 Head of Compliance with responsibility for AML/CFT
- PCF42 Chief Operating Officer

Section 13

Only Sole Traders and Single Directors are required to complete the *Sole Trade/Single Director Declaration* section. A Data Protection Disclosure report must be uploaded in Section 10.

2.7.2 Date Fields

Whenever a date field is being input, the required format of the field is set out in the question itself. For example, the date 30th July 2011 should be input as

- 30/07/2011 where format is DD/MM/YYYY
- 07/2011 where format states MM/YYYY;
- 2011 where format is YYYY;

2.7.3 Text Box Fields

The maximum number of characters permitted is either 100 or 1000. If you are providing information exceeding the 1000 character limit, please provide the information in a Word document and attach/upload to section 10.

2.7.4 Drop-down List Boxes

Some fields require you to select an entry from a drop-down list box. If the question is relevant but a suitable entry is not available, please choose the entry '**Other'**.

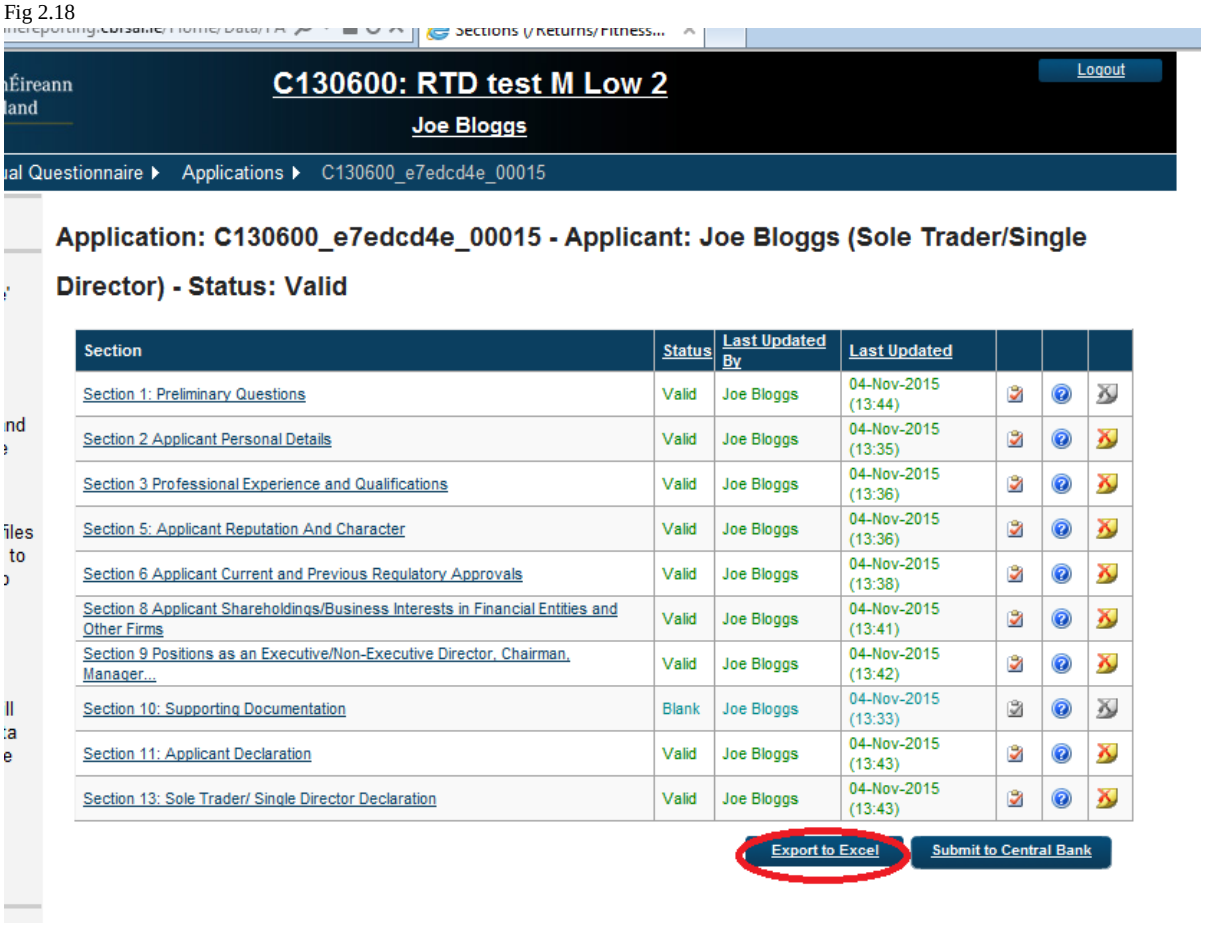
2.7.5 Import/Export Function

The import/export function has been provided to aid ease of use when completing IQs in the future. At any stage during the completion of the IQ, the applicant has the option to export all the inputted core data (Sections 2, 3,6,7,8 and 9) to a Read-Only Excel document and save it on their computer. At a later stage, if they need to complete another IQ and following the completion of Section 1 of the new IQ, the applicant may import this data into the new Questionnaire. This allows all the information from the previous IQ (Sections 2, 3,6,7,8 and 9) to be copied across to the new IQ.

Note- Only Sections 2, 3, 6, 7, 8 and 9 will be populated after importing as these sections do not contain declarations. The applicant will then be required to validate the completed sections by reviewing the imported data, and then selecting "Save Form". If you are using the Import function, please insure you update your information in the new application i.e. include additional roles undertaken since the previous application, changes in employment, etc.

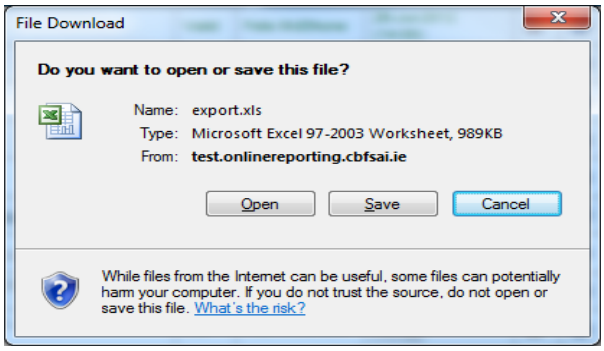
Upon completion of your Individual Questionnaire (IQ) you will have the option to Export to Excel as highlighted in the screenshot below. Click "**Export to Excel**" in order to save the information on an excel document on your computer. For more information please refer to the '*How to'* videos on the Central Bank website.

Fig 2.18

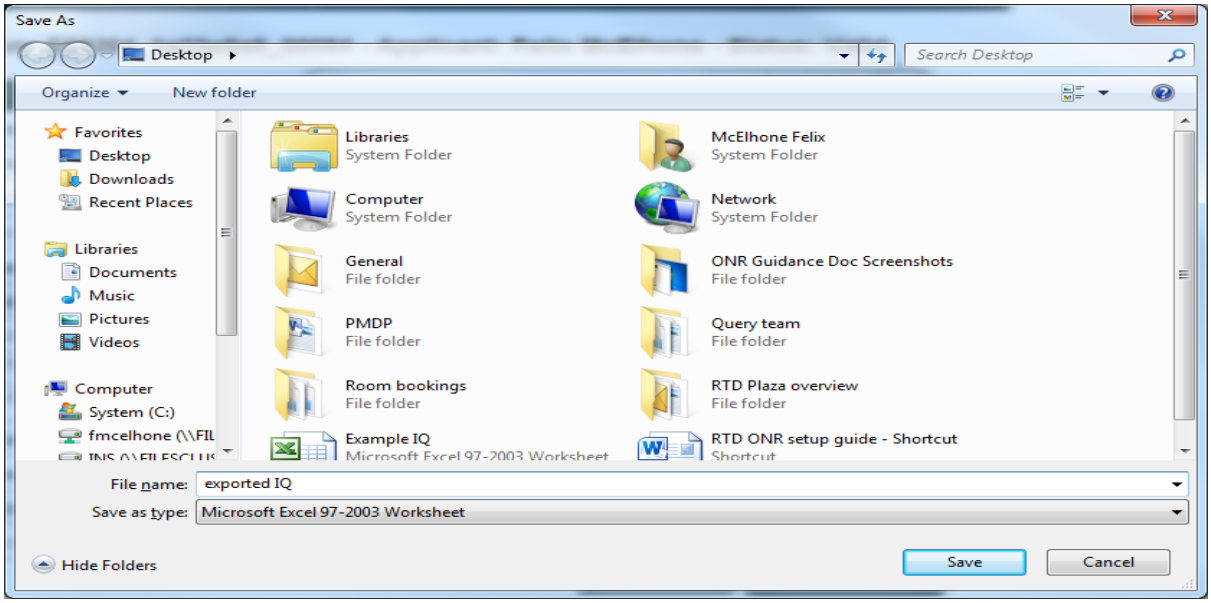


Please note – If you haven't exported the information from a previous IQ and need to complete another one, you can log back into the Online Reporting System using your login details (Institution code, Login Name and Password). Once you have logged on you can click into the previously completed IQ and "Export to Excel".

A dialog box will appear (see example screenshot below), press "**Save**" in order to save it on your computer.

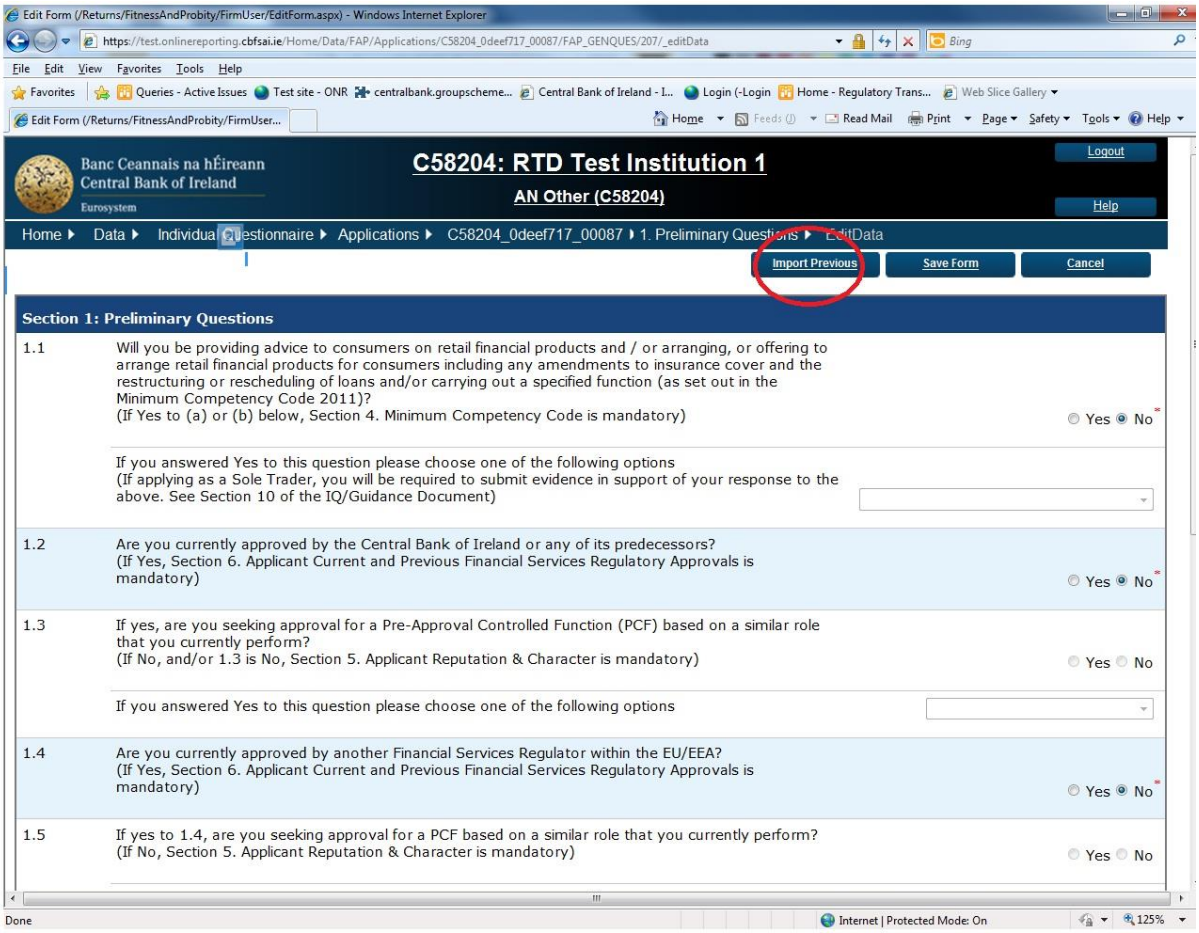

File Download
Do you want to open or save this file?
Name: export.xls
Type: Microsoft Excel 97-2003 Worksheet, 989KB
From: test.onlinereporting.cbfsai.ie
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

You can then edit the file name and save it in the desired folder on your computer (see sample screenshot below).

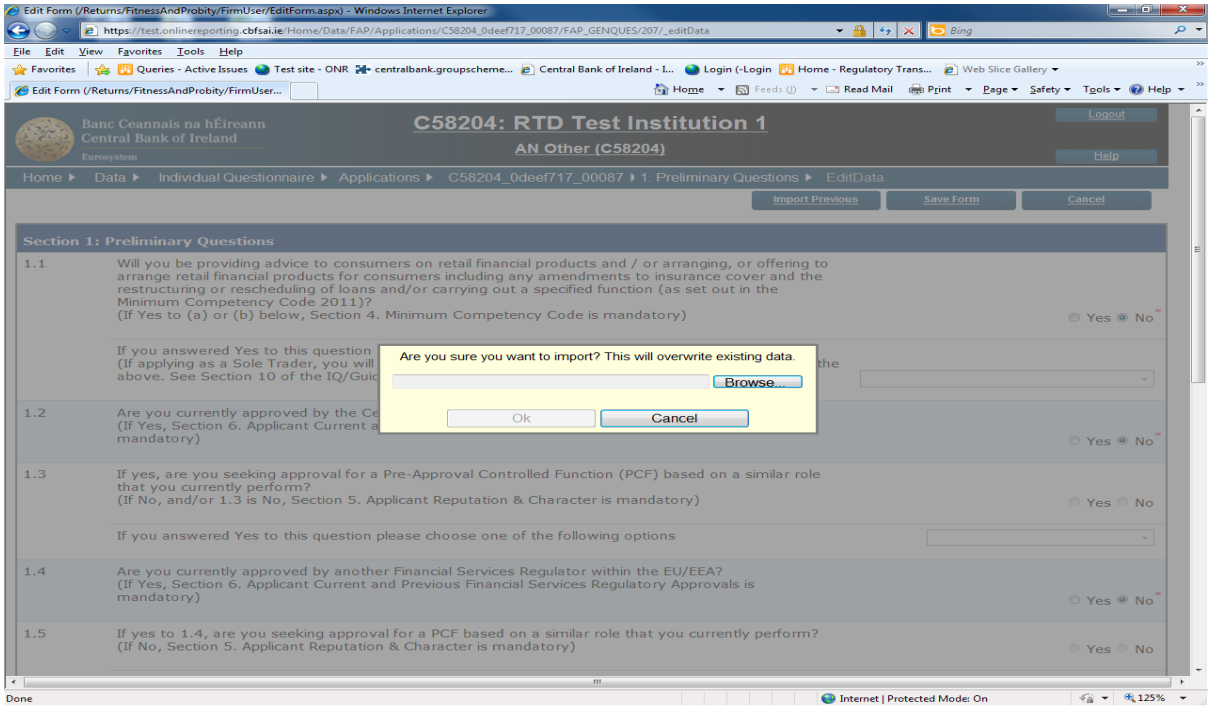


Do not edit the exported excel spreadsheet. If you do the system won't allow you to import the spreadsheet into an new IQ. Any edits can be made after the Import.

If you need to complete another IQ, you can import the information within the saved excel document. Once you start a new IQ you need to complete Section 1. You will then be given the option to "**Import Previous**" (see screenshot below).


Edit Form (/Returns/FitnessAndProbity/FirmUser/EditForm.aspx) - Windows Internet Explorer
Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C58204: RTD Test Institution 1
AN Other (C58204)
Logout
Help
Home ▸ Data ▸ Individual Questionnaire ▸ Applications ▸ C58204_0deef717_00087 ▸ 1. Preliminary Questions ▸ EditData
Import Previous
Save Form
Cancel
Section 1: Preliminary Questions
1.1 Will you be providing advice to consumers on retail financial products and / or arranging, or offering to arrange retail financial products for consumers including any amendments to insurance cover and the restructuring or rescheduling of loans and/or carrying out a specified function (as set out in the Minimum Competency Code 2011)?
(If Yes to (a) or (b) below, Section 4. Minimum Competency Code is mandatory)
Yes No
If you answered Yes to this question please choose one of the following options
(If applying as a Sole Trader, you will be required to submit evidence in support of your response to the above. See Section 10 of the IQ/Guidance Document)
1.2 Are you currently approved by the Central Bank of Ireland or any of its predecessors?
(If Yes, Section 6. Applicant Current and Previous Financial Services Regulatory Approvals is mandatory)
Yes No
1.3 If yes, are you seeking approval for a Pre-Approval Controlled Function (PCF) based on a similar role that you currently perform?
(If No, and/or 1.3 is No, Section 5. Applicant Reputation & Character is mandatory)
Yes No
If you answered Yes to this question please choose one of the following options
1.4 Are you currently approved by another Financial Services Regulator within the EU/EEA?
(If Yes, Section 6. Applicant Current and Previous Financial Services Regulatory Approvals is mandatory)
Yes No
1.5 If yes to 1.4, are you seeking approval for a PCF based on a similar role that you currently perform?
(If No, Section 5. Applicant Reputation & Character is mandatory)
Yes No
Done
Internet | Protected Mode: On
125%

A dialog box will appear (please see example screenshot below) allowing you to browse for the saved excel document that you have exported from a previous IQ you have completed.


Edit Form (/Returns/FitnessAndProbity/FirmUser/EditForm.aspx) - Windows Internet Explorer
Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C58204: RTD Test Institution 1
AN Other (C58204)
Logout
Help
Home ▸ Data ▸ Individual Questionnaire ▸ Applications ▸ C58204_0deef717_00087 ▸ 1. Preliminary Questions ▸ EditData
Import Previous
Save Form
Cancel
Section 1: Preliminary Questions
1.1
Will you be providing advice to consumers on retail financial products and / or arranging, or offering to arrange retail financial products for consumers including any amendments to insurance cover and the restructuring or rescheduling of loans and/or carrying out a specified function (as set out in the Minimum Competency Code 2011)?
(If Yes to (a) or (b) below, Section 4. Minimum Competency Code is mandatory)
Yes No
If you answered Yes to this question
(If applying as a Sole Trader, you will
above. See Section 10 of the IQ/Guic
Are you sure you want to import? This will overwrite existing data.
Browse...
Ok
Cancel
1.2
Are you currently approved by the Ce
(If Yes, Section 6. Applicant Current a
mandatory)
Yes No
1.3
If yes, are you seeking approval for a Pre-Approval Controlled Function (PCF) based on a similar role that you currently perform?
(If No, and/or 1.3 is No, Section 5. Applicant Reputation & Character is mandatory)
Yes No
If you answered Yes to this question please choose one of the following options
1.4
Are you currently approved by another Financial Services Regulator within the EU/EEA?
(If Yes, Section 6. Applicant Current and Previous Financial Services Regulatory Approvals is mandatory)
Yes No
1.5
If yes to 1.4, are you seeking approval for a PCF based on a similar role that you currently perform?
(If No, Section 5. Applicant Reputation & Character is mandatory)
Yes No
Done
Internet | Protected Mode: On
125%

The applicant will then be required to validate the completed sections by reviewing the imported data, and then selecting "**Save Form**".

2.7.6 "Save Form" and "Save with Errors"

At the top of every section, other than Section 1, you will see the "Save Form" and "Save with Errors" buttons. Section 1 only contains the "Save Form" button.

"Save Form" allows you to save the completed section provided there are no errors. Once "Save Form" is clicked, any errors will be highlighted in red indicating fields you must complete. You may also use "Save Form" if the section is completely blank.

"Save with Errors" is used where the applicant wishes to save incomplete sections or incorrect sections with errors. The errors will be highlighted in red the next time the applicant logs in to the section in question. The completed form cannot be validated and submitted to the Proposer until all the saved errors have been rectified.

2.7.7 Inactivity

For security reasons, an application will close down if left idle for more than 20 minutes and any unsaved data will be lost. In order to avoid any loss of data please ensure application is saved at regular intervals. Please note, the "save with errors" function allows an applicant to save an incomplete application. The applicant will then be required to validate the completed sections by reviewing the imported data, and then selecting "**Save Form**".

2.8 Using the System for Reporting Information

2.8.1 Activating a return

Users must firstly 'activate' the return type by clicking the **Edit Data** button.

2.8.2 Drop-down List Boxes

Some fields require the user to select an entry from a drop-down list box. If a suitable entry is not available, please choose the entry **Other**.

2.8.3 Adding and Deleting Rows

The user may add and delete rows to/from data tables by clicking the **Add Row or Delete** links where available.

2.8.4 Reporting Amounts, Rounding and Data Validation

Amounts must be reported and entered into the ONR in thousands of Euro (€'000), unless otherwise stated.

Amounts must be rounded up/down, where required.

Decimals should not be entered for amounts.

Automated data validation may exist for certain report types; however, reporting firms are required to validate reports before submission to the Central Bank.

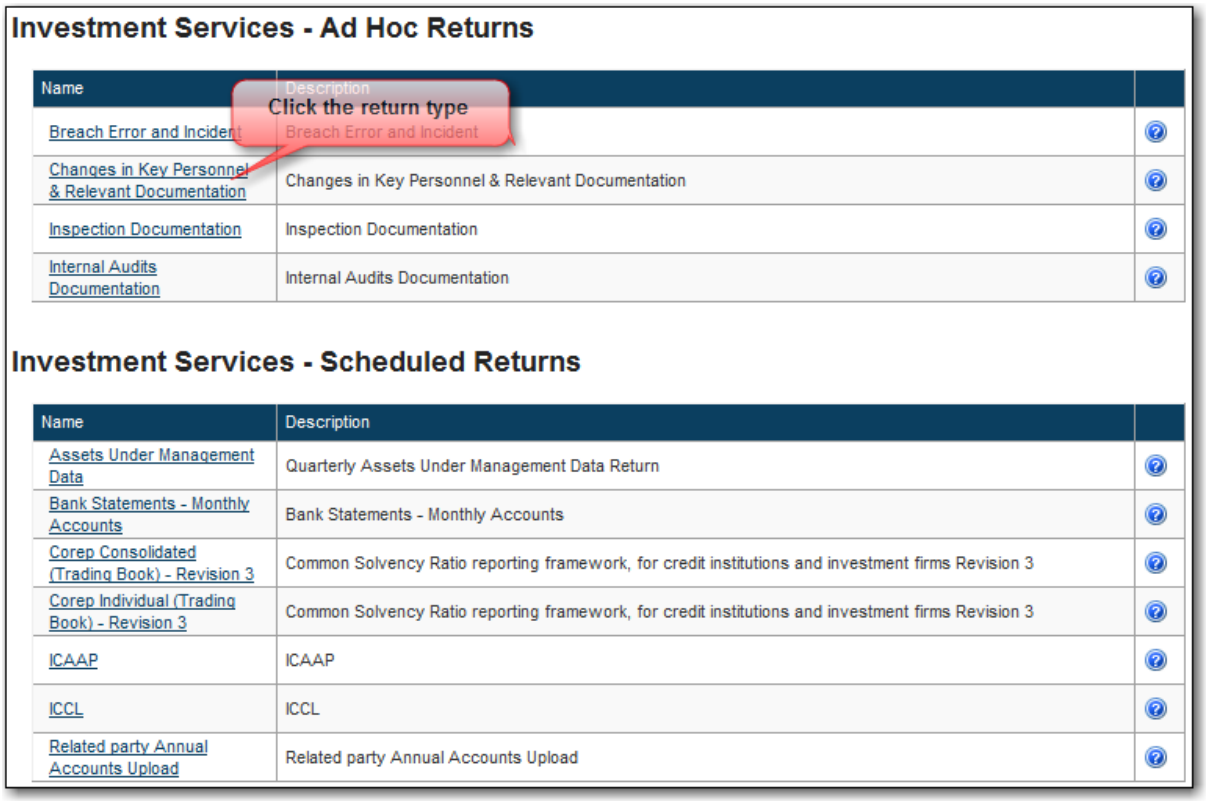
2.8.5 Scheduled Returns

Scheduled returns occur at periodic times depending on the Institutions reporting obligations and when submissions are due. All returns are set up by the Central Bank of Ireland and do not require any input from Firm/System Administrators.

2.8.6 Ad-hoc Returns

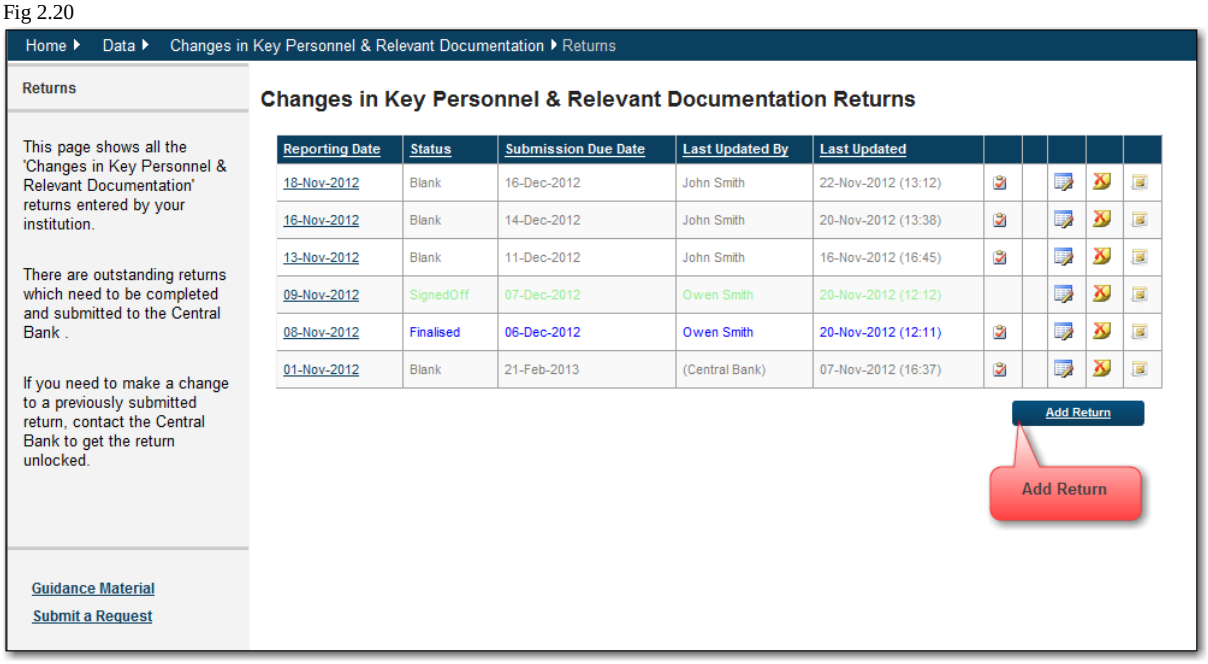
- Ad-hoc return types require that Firm/System Administrators add sections or return instances. Click on the name of the ad-hoc return type. (Figure 2.19 refers)
- When scheduling ad-hoc returns such as the Changes in Key Personnel & Relevant Documentation the procedure is that the **Reporting** Date must be a date in the **past** (i.e. not Today's Date) and the **Submission** Due Date must be a date in the **future** (again, not today's date). Click add.(Figure 2.21 refers)

Fig 2.19 Demonstrates Ad-hoc and Scheduled Returns


Investment Services - Ad Hoc Returns
Name
Description
Click the return type
Breach Error and Incident
Breach Error and Incident
Changes in Key Personnel & Relevant Documentation
Changes in Key Personnel & Relevant Documentation
Inspection Documentation
Inspection Documentation
Internal Audits Documentation
Internal Audits Documentation
Investment Services - Scheduled Returns
Name
Description
Assets Under Management Data
Quarterly Assets Under Management Data Return
Bank Statements - Monthly Accounts
Bank Statements - Monthly Accounts
Corep Consolidated (Trading Book) - Revision 3
Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3
Corep Individual (Trading Book) - Revision 3
Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3
ICAAP
ICAAP
ICCL
ICCL
Related party Annual Accounts Upload
Related party Annual Accounts Upload

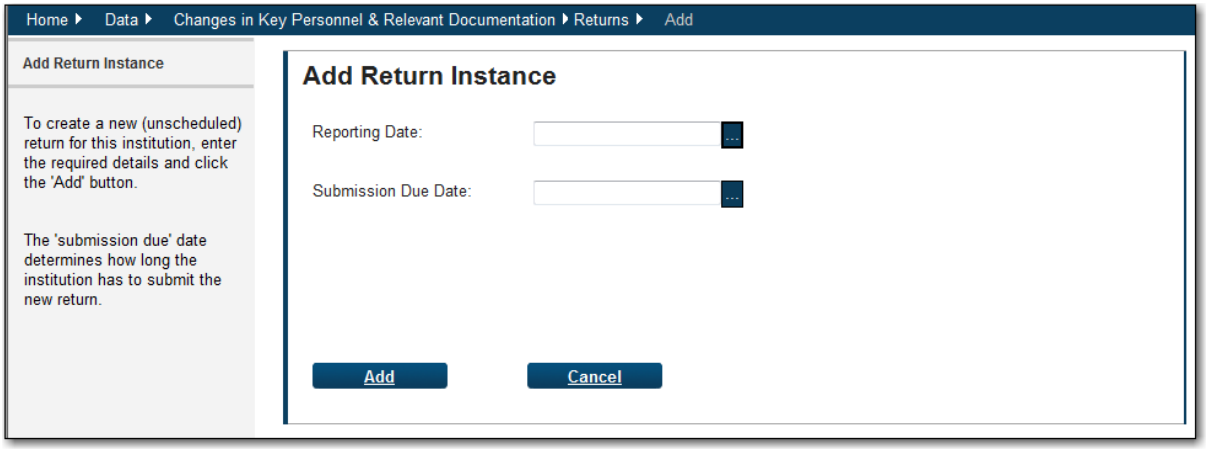
- Then click **View Edit Returns**. This will allow you to input or load data to the system, or view date previously entered. (Figure 2.20 refers)

Fig 2.20



- Remember, the Reporting Date must be a date in the past (i.e. not Today's Date) and the Submission Due Date must be a date in the future. (Figure 2.21)

Fig 2.21


Home
Data
Changes in Key Personnel & Relevant Documentation
Returns
Add
Add Return Instance
To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.
The 'submission due' date determines how long the institution has to submit the new return.
Add Return Instance
Reporting Date:
Submission Due Date:
Add
Cancel

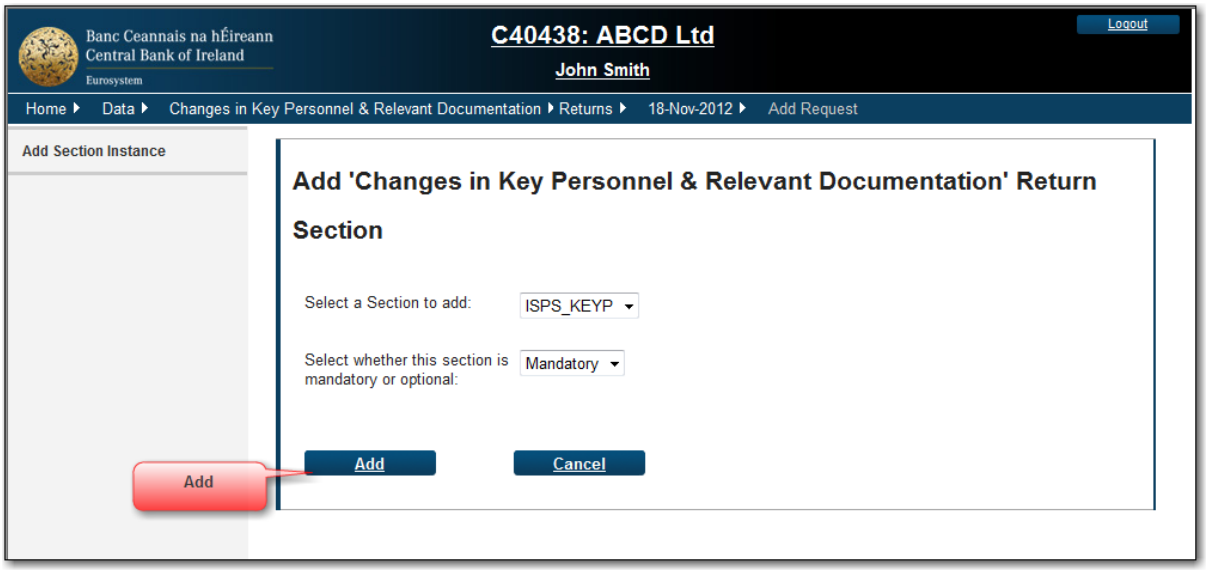
- Figure 2.22 will appear. Click **Add Section**.

Fig 2.22

Home
Data
Changes in Key Personnel & Relevant Documentation
Returns
18-Nov-2012
Sections
The 'Changes in Key Personnel & Relevant Documentation' return is divided into sections.
Complete each section that applies to your institution and submit the return to the Central
Changes in Key Personnel & Relevant Documentation , 18-Nov-2012 - Sections
Finalise
Add Section
Add Section

- Select the sections as prompted and click **Add**.(Figure 2.23 refers)

Fig 2.23



- Fig 2.24 demonstrates that the Firm/System Administrator has successfully added the return section or return instance. Click the return name **Changes in Key Personnel and Relevant Documentation**.

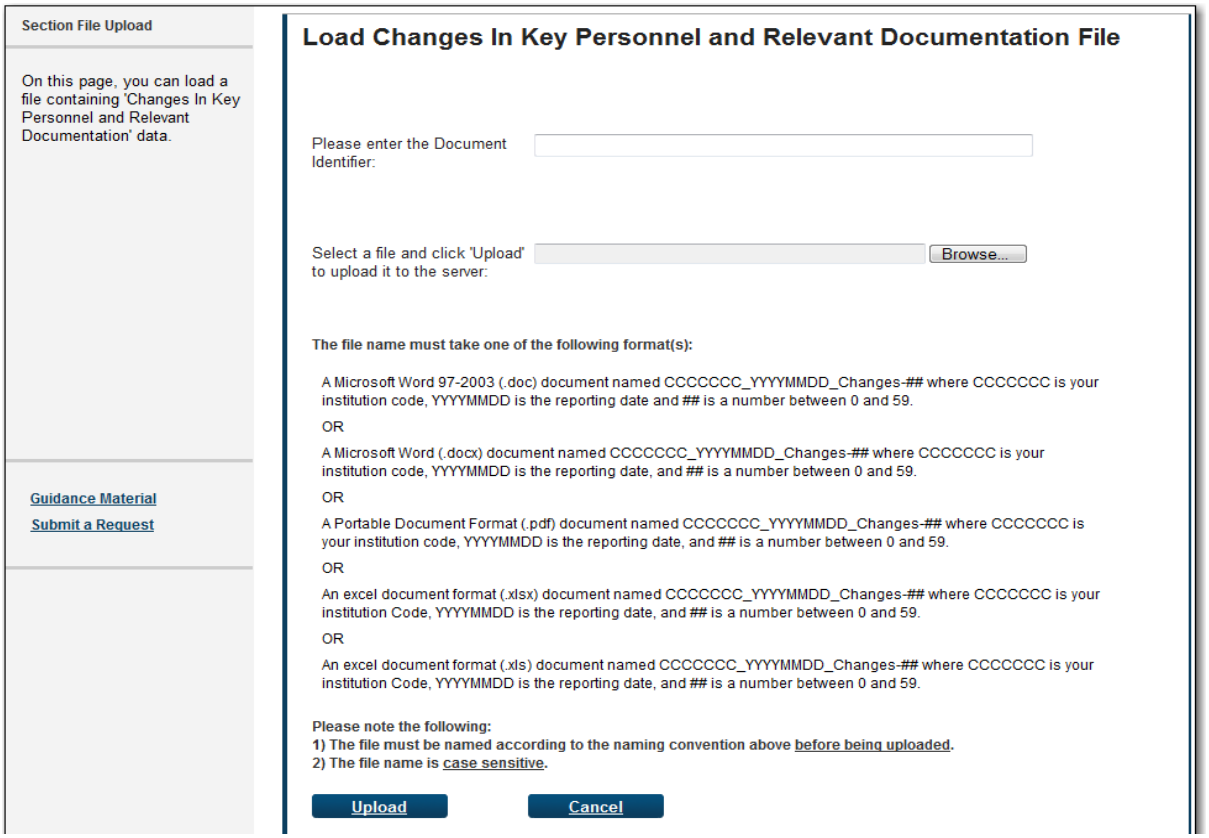
Fig 2.24

- Click on **Add File** in figure 2.25 to bring you to figure 2.26.

Fig 2.25

Home
Data
Changes in Key Personnel & Relevant Documentation
Returns
18-Nov-2012
Changes In Key Personnel and Relevant Documentation
SectionFiles
View Section Files
This page shows all the 'Changes in Key Personnel & Relevant Documentation' Files that your institution has uploaded for the Changes In Key Personnel and Relevant Documentation.
'Changes In Key Personnel and Relevant Documentation' Files
Cancel
Add File

Fig 2.26


Section File Upload
On this page, you can load a file containing 'Changes In Key Personnel and Relevant Documentation' data.
Guidance Material
Submit a Request
Load Changes In Key Personnel and Relevant Documentation File
Please enter the Document Identifier:
Select a file and click 'Upload' to upload it to the server:
Browse...
The file name must take one of the following format(s):
A Microsoft Word 97-2003 (.doc) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date and ## is a number between 0 and 59.
OR
A Microsoft Word (.docx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
A Portable Document Format (.pdf) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
An excel document format (.xlsx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
An excel document format (.xls) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.
Upload
Cancel

- Select **Browse** to search for your file. It should be saved in the following format;

  A Microsoft Word (.docx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

  For example the following is a correct file/name convention format **C1234_20121218_Changes-01** where the ***18th of December is a date in the past and not Today's date.***

- Dual sign off: **The ad hoc return must be both finalised and Signed-Off to be submitted to the Central Bank. Note that these processes cannot be completed by the same person**. Once uploaded select **Finalise.** The Firm/System Administrator or Business Administrator that uploads the file **cannot sign off** the return. **A second user** with Verify or Administrator access to the return type will be required to sign off the return**.**
- The file extension name must **always** be lower case.
- The correct file name pattern will **always** be on the upload screen.

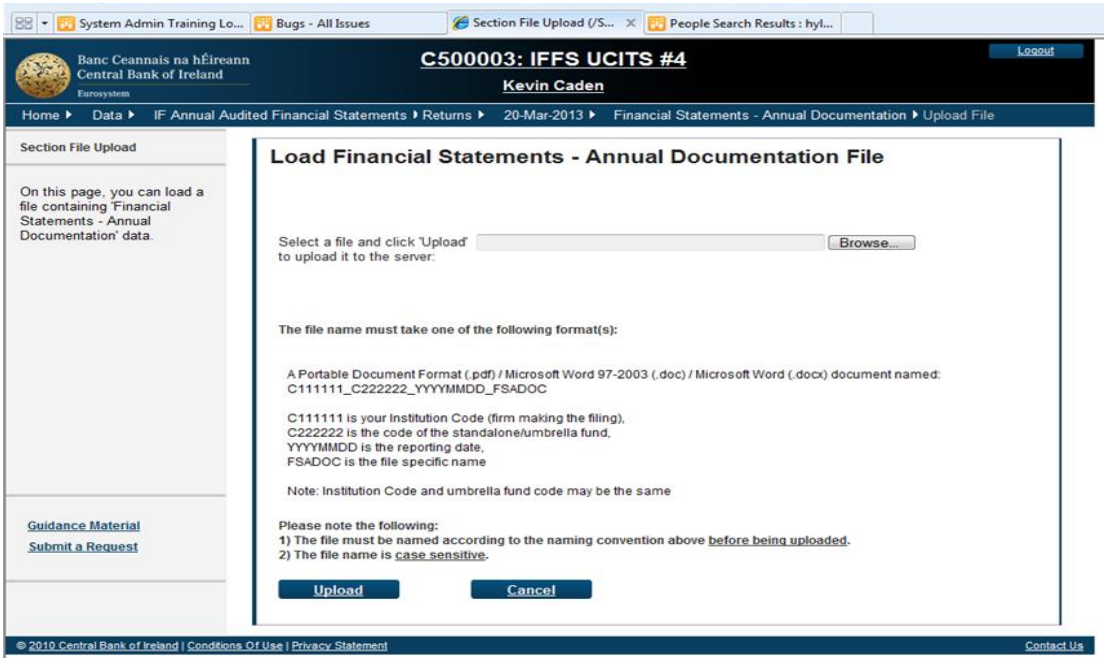
2.8.6.1 Ad-hoc Upload for Funds

- **Please note Dual Sign Off is not a requirement for the submission of fund regulatory returns.**

Naming Convention: Umbrella level (figure 2.27 refers)

- **C111111_C222222_YYYYMMDD_FSADOC**
  C111111 is your institution code (firm making the filing).
  C222222 is the code of the Standalone/umbrella fund.
  YYYMMDD is the reporting date.
  FSADOC is the file specific name.
- The correct file name pattern will always be on the upload screen.

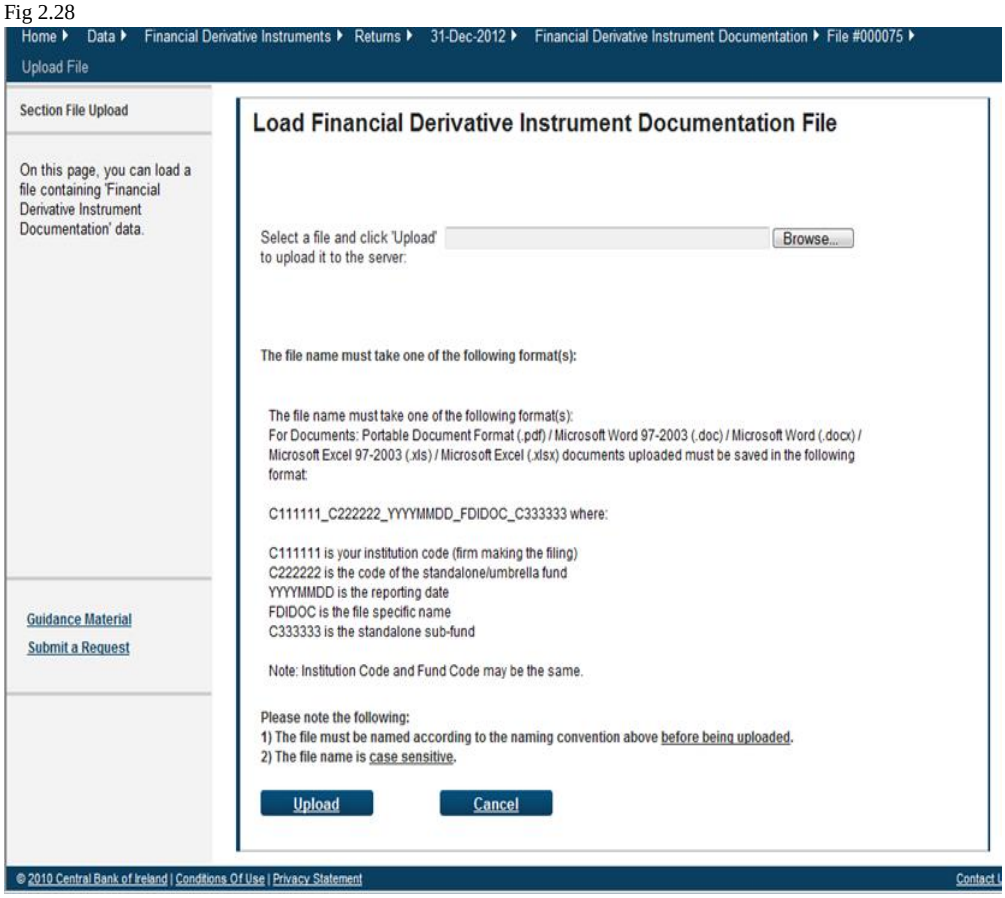
Fig 2.27 Naming Convention: Umbrella level


System Admin Training Lo...
Bugs - All Issues
Section File Upload (/S...
People Search Results : hyl...
Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C500003: IFFS UCITS #4
Kevin Caden
Logout
Home
Data
IF Annual Audited Financial Statements
Returns
20-Mar-2013
Financial Statements - Annual Documentation
Upload File
Section File Upload
On this page, you can load a file containing 'Financial Statements - Annual Documentation' data.
Guidance Material
Submit a Request
Load Financial Statements - Annual Documentation File
Select a file and click 'Upload' to upload it to the server:
Browse...
The file name must take one of the following format(s):
A Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) document named:
C111111_C222222_YYYYMMDD_FSADOC
C111111 is your Institution Code (firm making the filing),
C222222 is the code of the standalone/umbrella fund,
YYYYMMDD is the reporting date,
FSADOC is the file specific name
Note: Institution Code and umbrella fund code may be the same
Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.
Upload
Cancel
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

Naming Convention; Sub-fund level (Figure 2.28 refers)

- **C111111_C222222_YYYYMMDD_FDIDOC_C333333**
  C111111 is your institution code (firm making the filing)
  C222222 is the code of the Standalone/umbrella fund
  YYYMMDD is the reporting date
  FDIDOC is the file specific name
  C33333 is the standalone sub-fund

Fig 2.28


Home
Data
Financial Derivative Instruments
Returns
31-Dec-2012
Financial Derivative Instrument Documentation
File #000075
Upload File
Section File Upload
On this page, you can load a file containing 'Financial Derivative Instrument Documentation' data.
Guidance Material
Submit a Request
Load Financial Derivative Instrument Documentation File
Select a file and click 'Upload' to upload it to the server:
Browse...
The file name must take one of the following format(s):
The file name must take one of the following format(s):
For Documents: Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) / Microsoft Excel 97-2003 (.xls) / Microsoft Excel (.xlsx) documents uploaded must be saved in the following format:
C111111_C222222_YYYYMMDD_FDIDOC_C333333 where:
C111111 is your institution code (firm making the filing)
C222222 is the code of the standalone/umbrella fund
YYYYMMDD is the reporting date
FDIDOC is the file specific name
C333333 is the standalone sub-fund
Note: Institution Code and Fund Code may be the same.
Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.
Upload
Cancel
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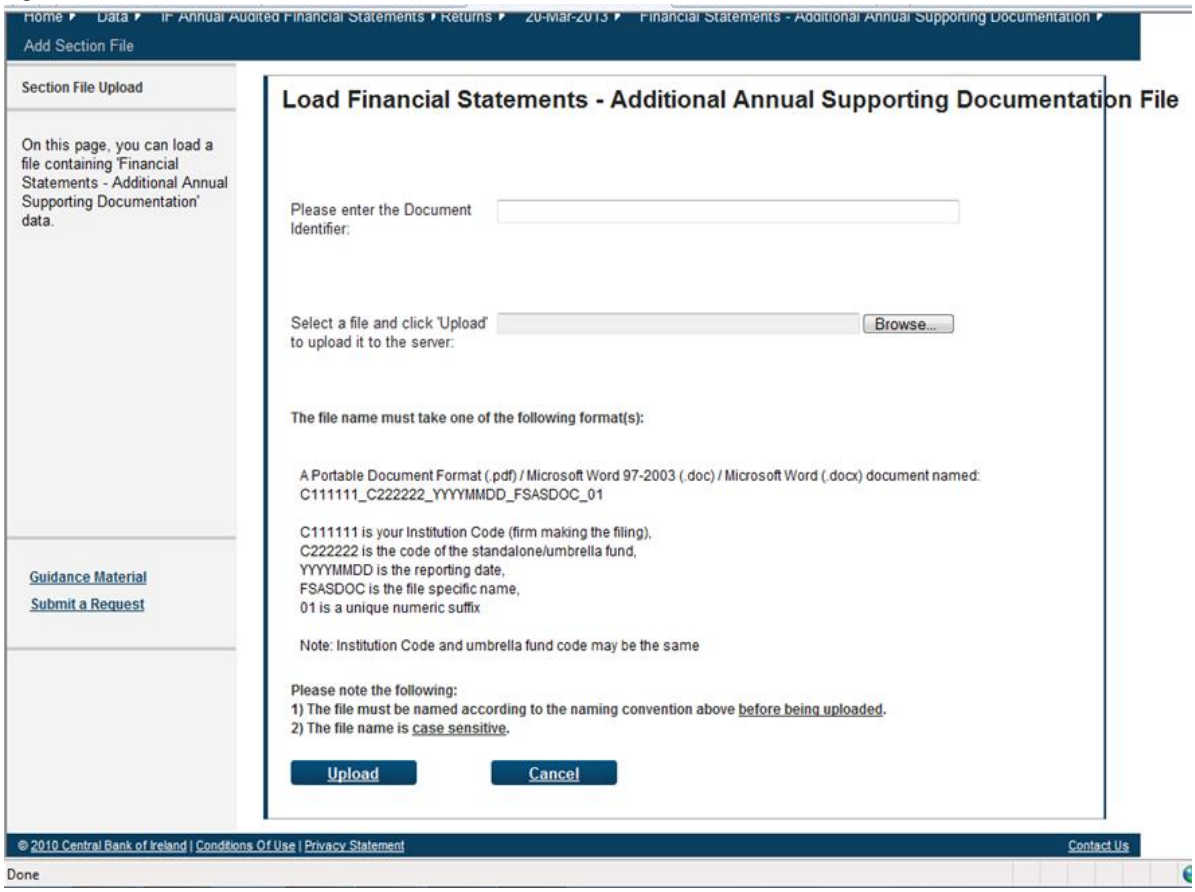
Contact

Naming Convention; Multiple doc upload (Figure 2.29 refers)

- **C111111_C222222_YYYYMMDD_FSASDOC_01**
  C111111 is your institution code (firm making the filing)
  C222222 is the code of the Standalone/umbrella fund
  YYYMMDD is the reporting date
  FSASDOC is the file specific name
  01 is a unique numeric suffix

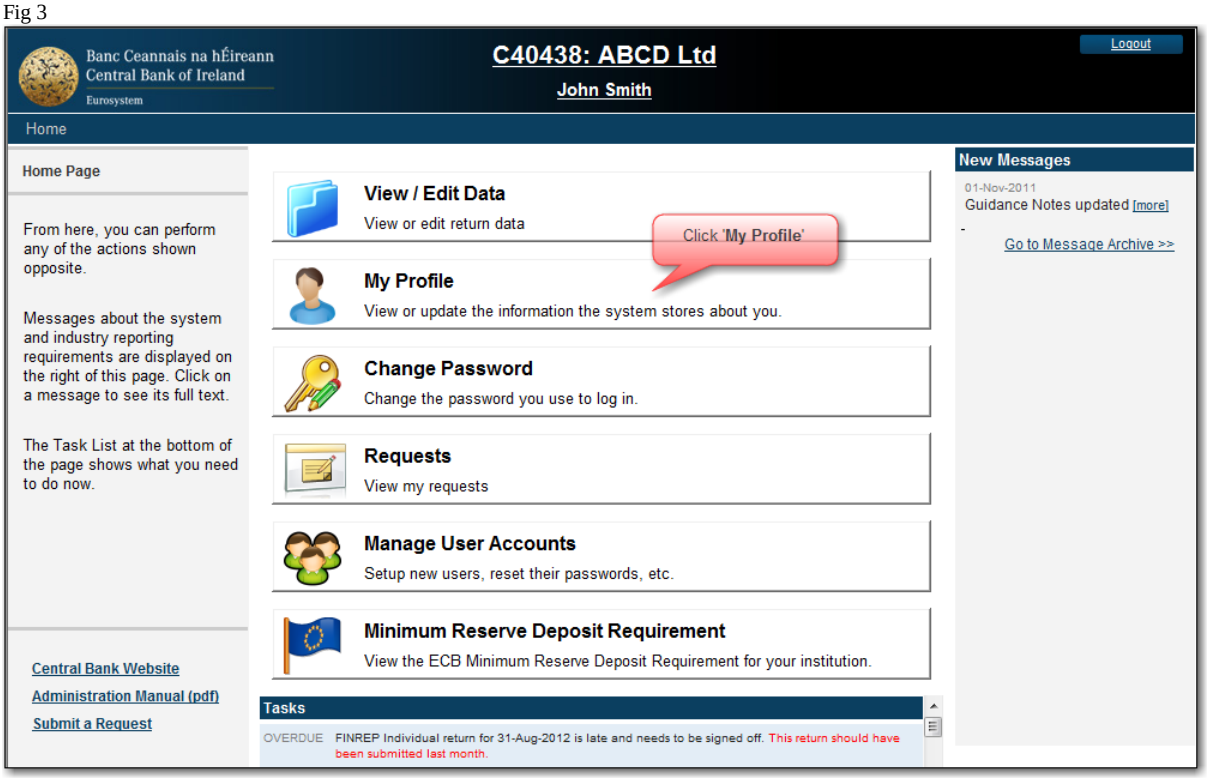
Fig 2.29


Home ▸ Data ▸ IF Annual Audited Financial Statements ▸ Returns ▸ 20-Mar-2013 ▸ Financial Statements - Additional Annual Supporting Documentation ▸
Add Section File
Section File Upload
On this page, you can load a file containing 'Financial Statements - Additional Annual Supporting Documentation' data.
Guidance Material
Submit a Request
Load Financial Statements - Additional Annual Supporting Documentation File
Please enter the Document Identifier:
Select a file and click 'Upload' to upload it to the server:
Browse...
The file name must take one of the following format(s):
A Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) document named:
C111111_C222222_YYYYMMDD_FSASDOC_01
C111111 is your Institution Code (firm making the filing),
C222222 is the code of the standalone/umbrella fund,
YYYYMMDD is the reporting date,
FSASDOC is the file specific name,
01 is a unique numeric suffix
Note: Institution Code and umbrella fund code may be the same
Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.
Upload
Cancel
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us
Done

3. My Profile

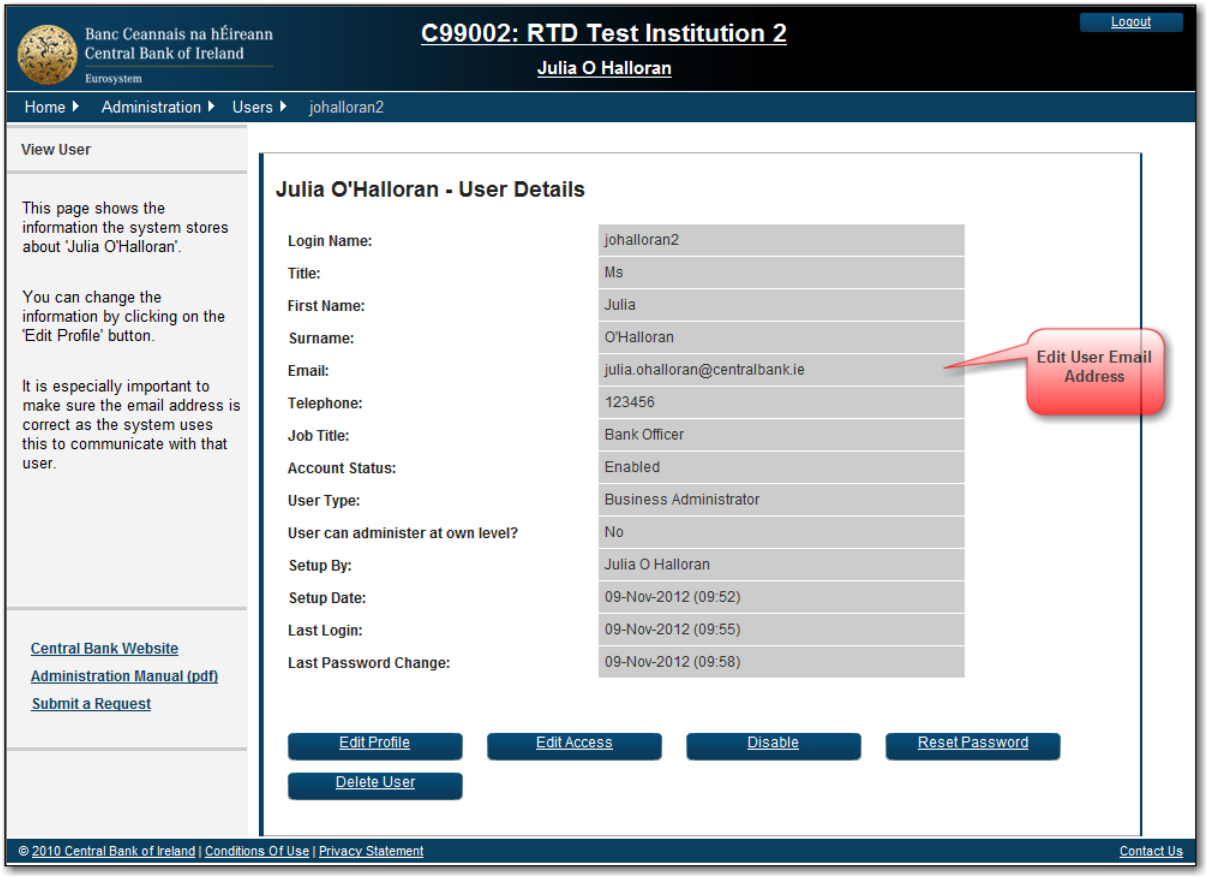
3.1 Edit My Profile

Fig 3


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Click 'My Profile'
My Profile
View or update the information the system stores about you.
Change Password
Change the password you use to log in.
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Minimum Reserve Deposit Requirement
View the ECB Minimum Reserve Deposit Requirement for your institution.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE FINREP Individual return for 31-Aug-2012 is late and needs to be signed off. This return should have been submitted last month.

- To edit your profile, click on the **My Profile** button on the Home page. (Figure 3)
- The *My Profile* page appears. Click the **Edit Profile** icon located at the bottom left of the page as shown below. (Figure 3.1)
- The *Update My Profile* page appears. Make the required changes to your profile and click **Save**, or click **Cancel** to return to the previous screen without saving any changes.

Fig 3.1


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
johalloran2
View User
This page shows the information the system stores about 'Julia O'Halloran'.
You can change the information by clicking on the 'Edit Profile' button.
It is especially important to make sure the email address is correct as the system uses this to communicate with that user.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Julia O'Halloran - User Details
Login Name: johalloran2
Title: Ms
First Name: Julia
Surname: O'Halloran
Email: julia.ohalloran@centralbank.ie
Telephone: 123456
Job Title: Bank Officer
Account Status: Enabled
User Type: Business Administrator
User can administer at own level? No
Setup By: Julia O Halloran
Setup Date: 09-Nov-2012 (09:52)
Last Login: 09-Nov-2012 (09:55)
Last Password Change: 09-Nov-2012 (09:58)
Edit User Email Address
Edit Profile
Edit Access
Disable
Reset Password
Delete User
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Contact Us

ⓘ	Fields that cannot be edited appear in light grey font (e.g. **Login name**). Fields that must contain a value are marked with an * (asterisk) (e.g. **Title**).

4. Manage User Accounts

4.1 Overview

These functions are available only to Firm /System Administrators and/or Business Administrators, where access has been granted.

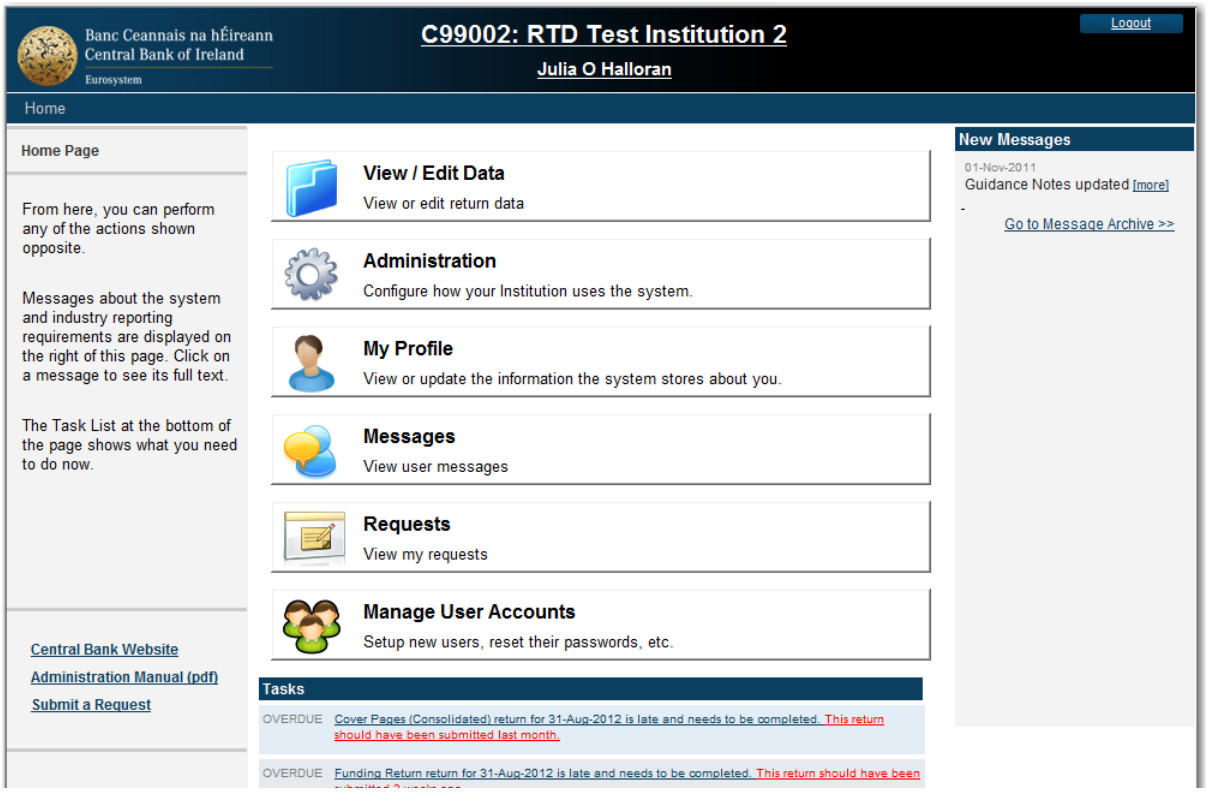
The **Manage User Accounts** function provides the ability to:

- Add a User account
- Edit User access
- Self-Service Password Reset
- Reset a Password for another User's Account
- Disable a User account
- Enable a User account
- Delete a User account

The starting point for all of the above is the Homepage as featured in Figure 4 below.

Please note Funds will also see the '**Delegate a Submission'** Button.

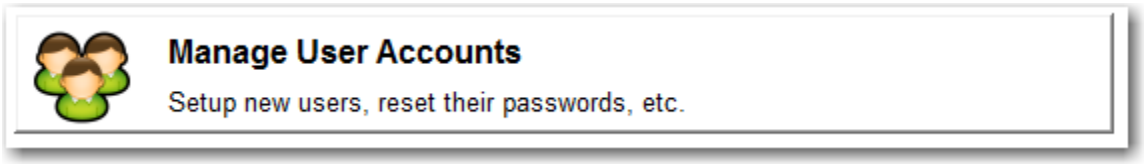
Fig 4


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>

4.2 Add a User Account

- On the Home page click '**Manage User Accounts'** as of Fig 4.1.

Fig 4.1



- The Entity's *User Accounts* page appears. The entities Firm/System Administrator Account appears in blue. Click the '**Add User'** button on the bottom right hand side of page. (Figure 4.2)

Fig 4.2

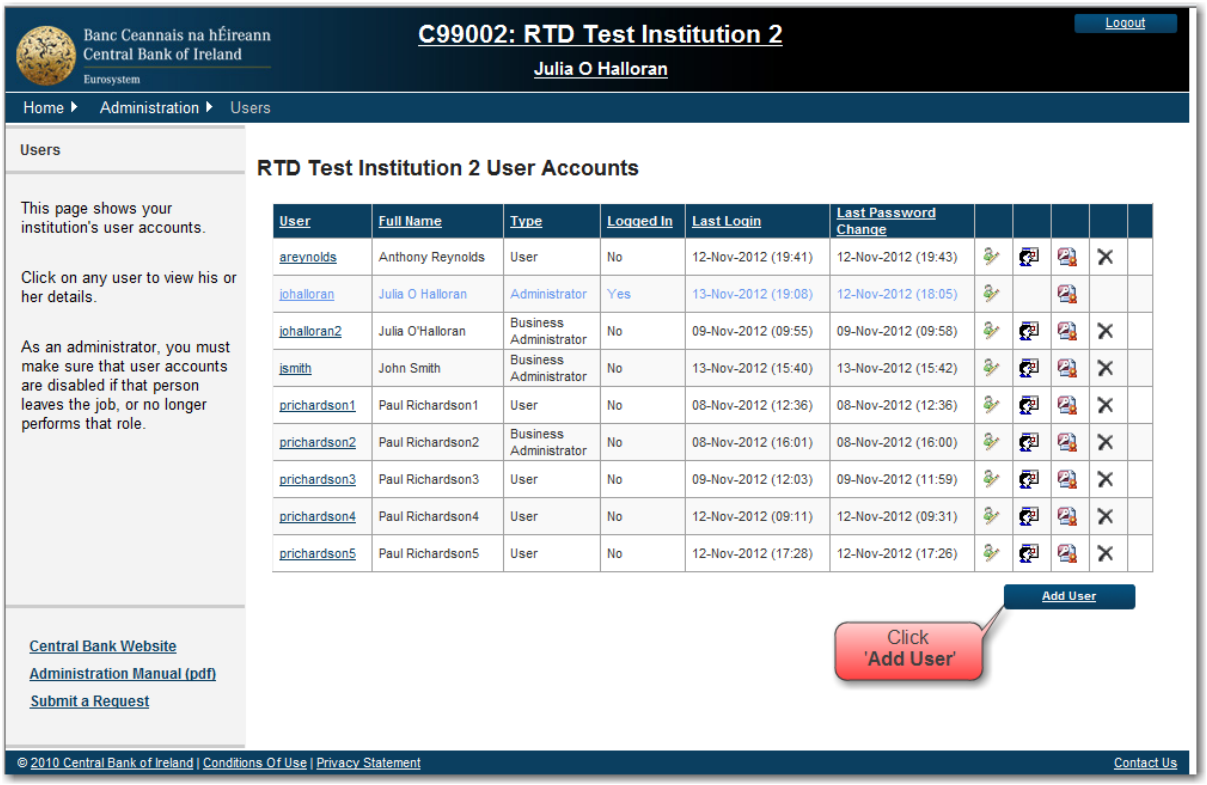
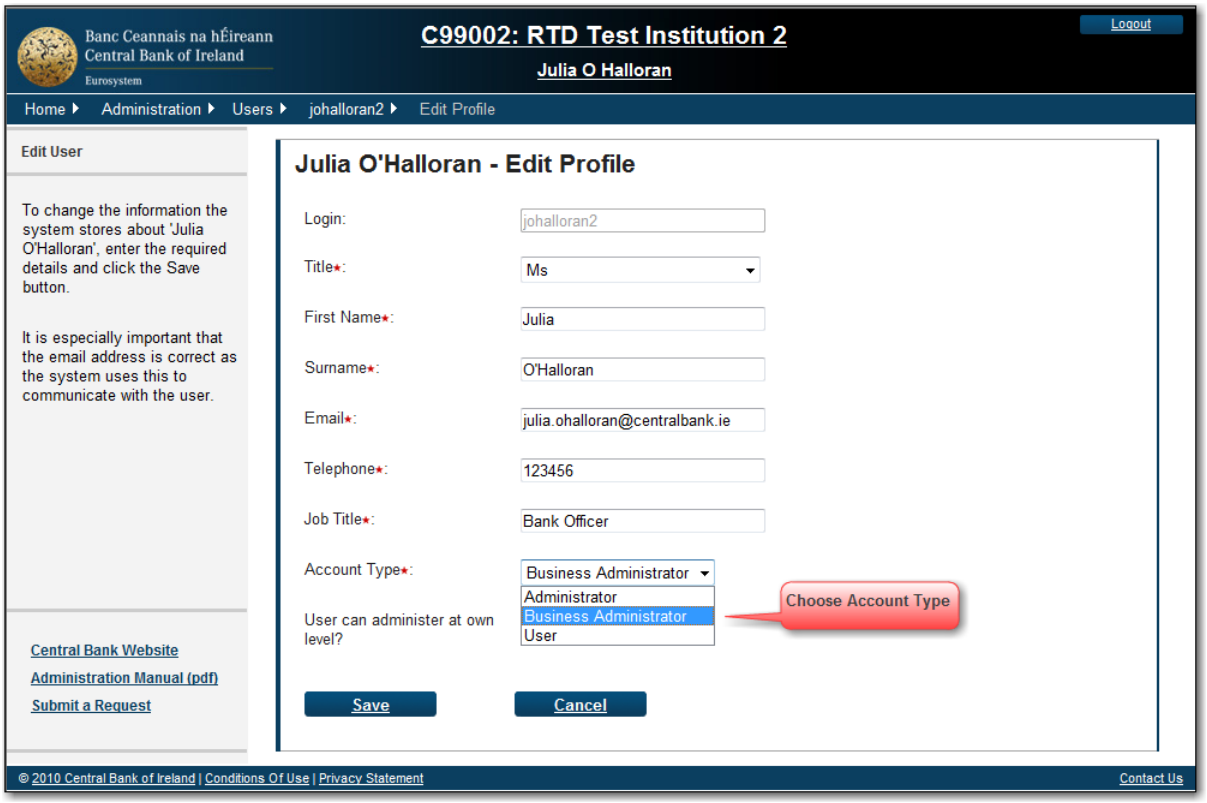

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
Users
This page shows your institution's user accounts.
Click on any user to view his or her details.
As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.
Central Bank Website
Administration Manual (pdf)
Submit a Request
RTD Test Institution 2 User Accounts
User
Full Name
Type
Logged In
Last Login
Last Password Change
areynolds
Anthony Reynolds
User
No
12-Nov-2012 (19:41)
12-Nov-2012 (19:43)
johalloran
Julia O Halloran
Administrator
Yes
13-Nov-2012 (19:08)
12-Nov-2012 (18:05)
johalloran2
Julia O'Halloran
Business Administrator
No
09-Nov-2012 (09:55)
09-Nov-2012 (09:58)
jsmith
John Smith
Business Administrator
No
13-Nov-2012 (15:40)
13-Nov-2012 (15:42)
prichardson1
Paul Richardson1
User
No
08-Nov-2012 (12:36)
08-Nov-2012 (12:36)
prichardson2
Paul Richardson2
Business Administrator
No
08-Nov-2012 (16:01)
08-Nov-2012 (16:00)
prichardson3
Paul Richardson3
User
No
09-Nov-2012 (12:03)
09-Nov-2012 (11:59)
prichardson4
Paul Richardson4
User
No
12-Nov-2012 (09:11)
12-Nov-2012 (09:31)
prichardson5
Paul Richardson5
User
No
12-Nov-2012 (17:28)
12-Nov-2012 (17:26)
Add User
Click 'Add User'
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

Fig 4.3

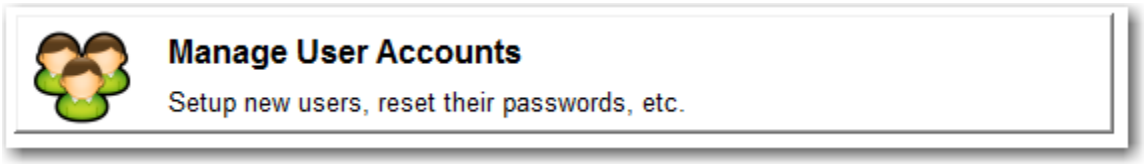

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
johalloran2
Edit Profile
Edit User
To change the information the system stores about 'Julia O'Halloran', enter the required details and click the Save button.
It is especially important that the email address is correct as the system uses this to communicate with the user.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Julia O'Halloran - Edit Profile
Login:
johalloran2
Title*:
Ms
First Name*:
Julia
Surname*:
O'Halloran
Email*:
julia.ohalloran@centralbank.ie
Telephone*:
123456
Job Title*:
Bank Officer
Account Type*:
Business Administrator
Administrator
Business Administrator
User
User can administer at own level?
Choose Account Type
Save
Cancel
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

- Assign the new user an Account Type.(Section 2.3 refers)
- On the *Add User* page fill in the fields marked with an asterix, as these are mandatory fields.
- Notify the User of their new password. Please refer them to the Section 2.4.1 '*Logging in for the first time'* where they will be prompted to reset their password and complete Secret Questions.

4.3 Edit User Access

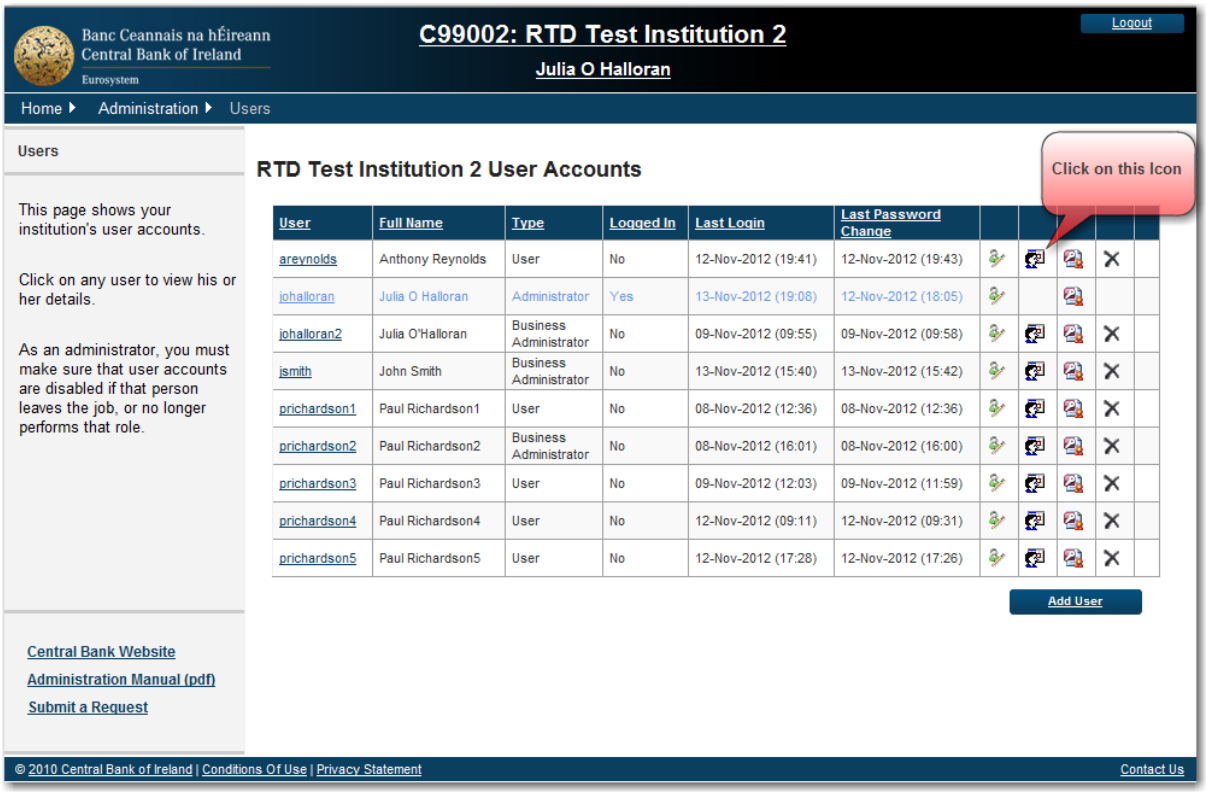
- On the *Home Page* click '**Manage User Accounts'**.(Fig 4.4)

Fig 4.4



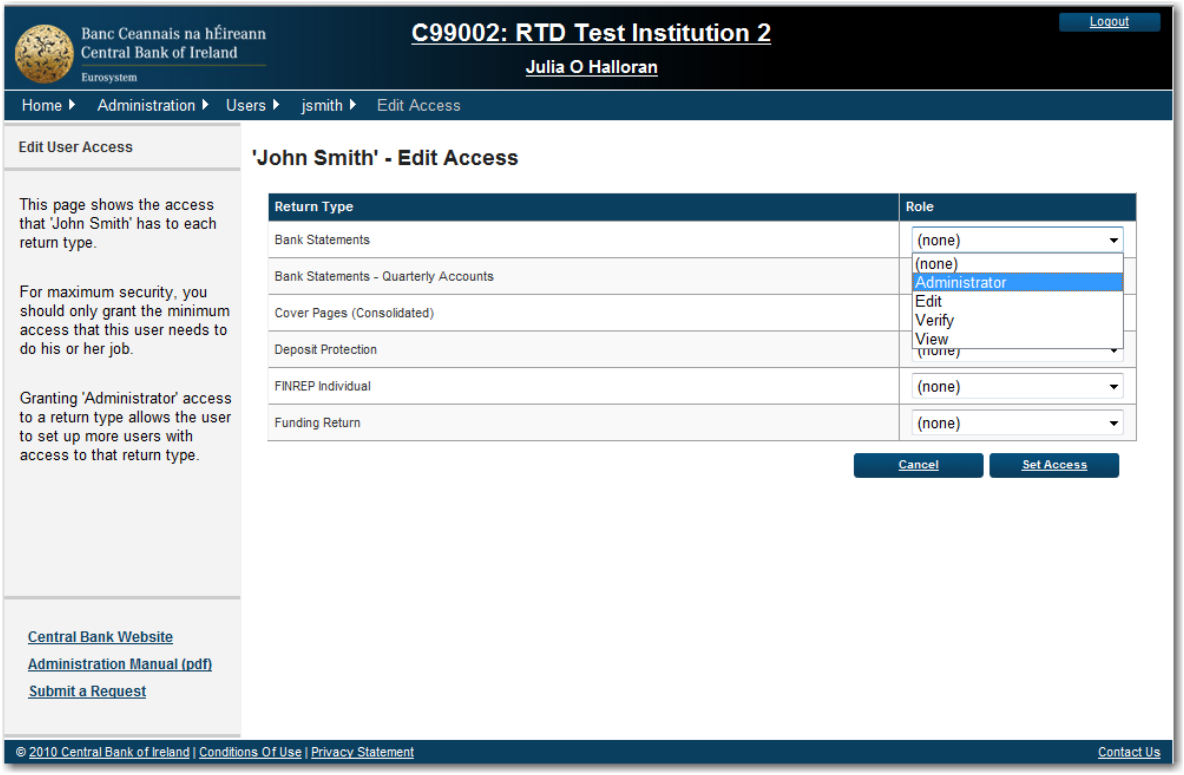
- On the *User Account* page click on this symbol opposite the user's name. (Fig 4.5 refers)

Fig 4.5 User Accounts Page



- On the *Edit Access* page, Figure 4.6, click on the drop-down menu to delegate access as required per return type.

Fig 4.6 Edit Access Page



- Figure 4.7 displays the Funds System Administrators view of the *Edit Access* page. The Funds System Administrator can assign regulatory returns to a third party here.

Fig 4.7 Funds Firm/System Administrator View of the Edit Access page

Home
Administration
Users
ImManager2
Edit Access
Edit User Access
This page shows the access that 'Joe Bloggs' has to each return type.
For maximum security, you should only grant the minimum access that this user needs to do his or her job.
Granting 'Administrator' access to a return type allows the user to set up more users with access to that return type.
Guidance Material
Submit a Request
'Joe Bloggs' - Edit Access
Return Type
Role
Financial Derivative Instruments
Administrator
(none)
Administrator
Edit
View
IF Annual Audited Financial Statements
IF Financial Statements - Interim Return
IF Sub-Fund Profile
(none)
Key Investor Information Document (KID)
(none)
Regulatory Report - Fund
(none)
Cancel
Set Access
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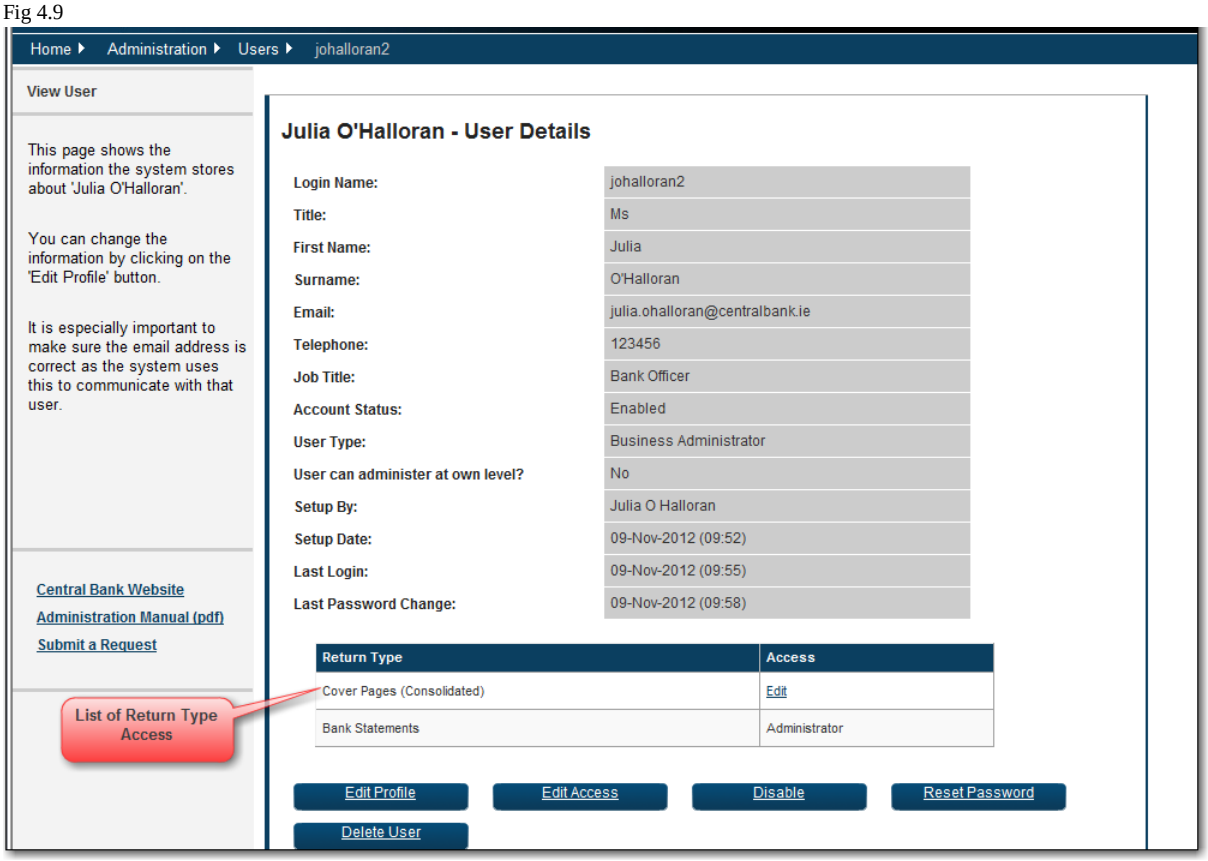
4.3.1 System account type/role and access granted

- The *User Details* page in Figure 4.9 appears displaying the user's details and returns access granted to this user. Click the link in the Access column to view the user's role details

Fig 4.9



4.4 Self Service Password Reset

- To reset your own password please complete the following steps;

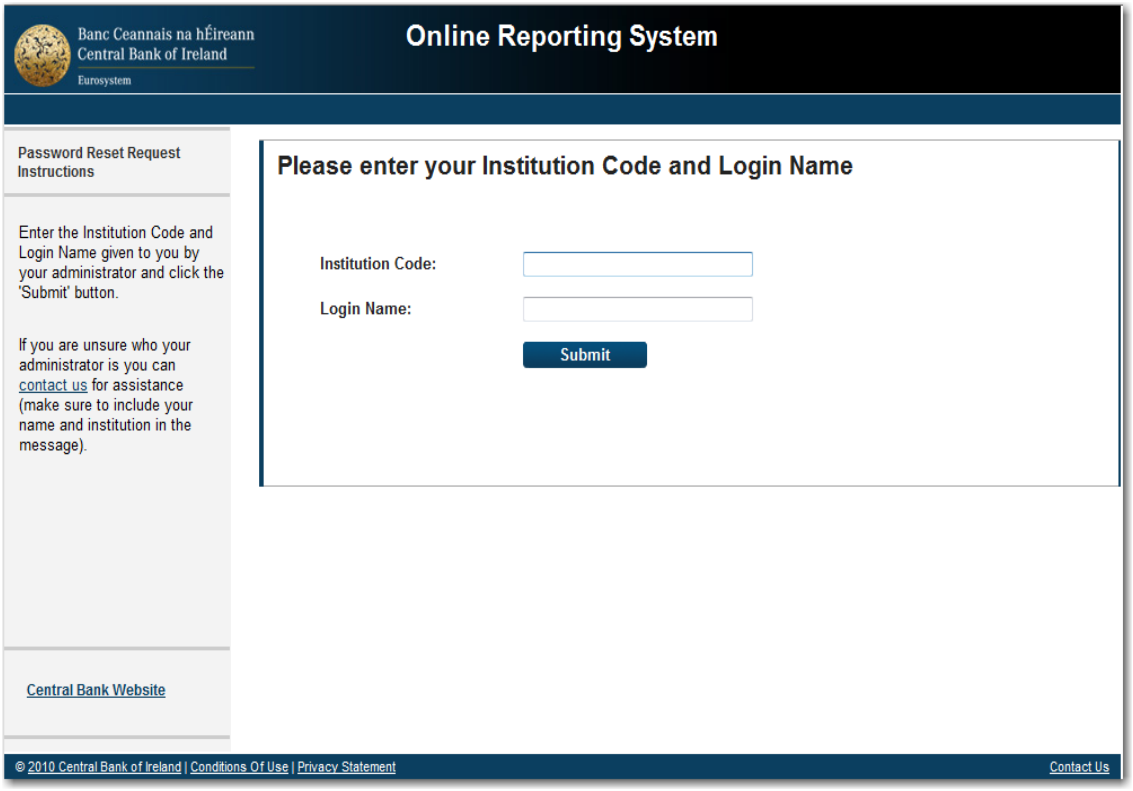
a) Click the **'Forgot Password'** button on the left of figure 4.10 as indicated.

Fig 4.10

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator andthe password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please use the Forgot Password facility or contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Click Forgot Password
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

b) When prompted enter your Institution Code and Login-Name and Click '**Submit**'.(Figure 4.11 refers)

Fig 4.11


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Password Reset Request Instructions
Enter the Institution Code and Login Name given to you by your administrator and click the 'Submit' button.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Please enter your Institution Code and Login Name
Institution Code:
Login Name:
Submit
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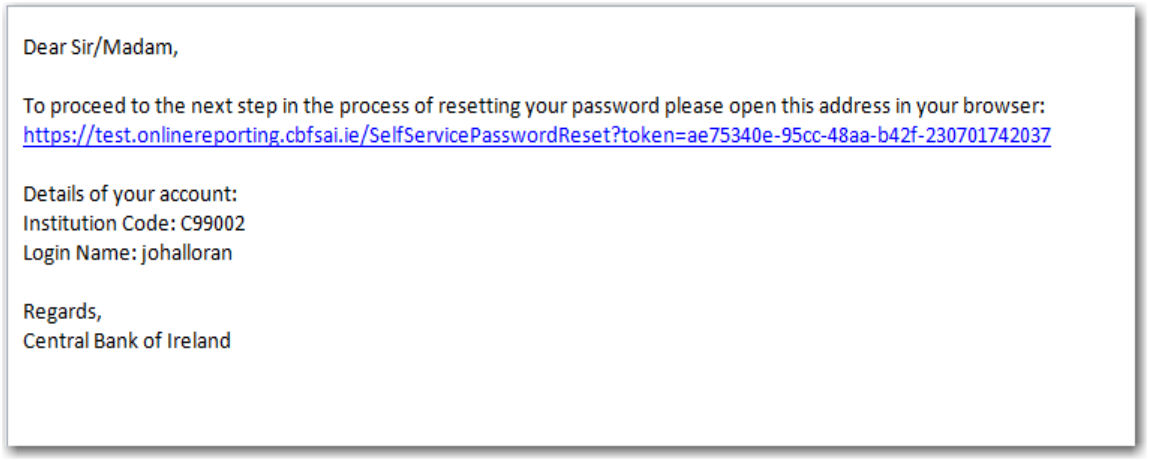
Contact Us

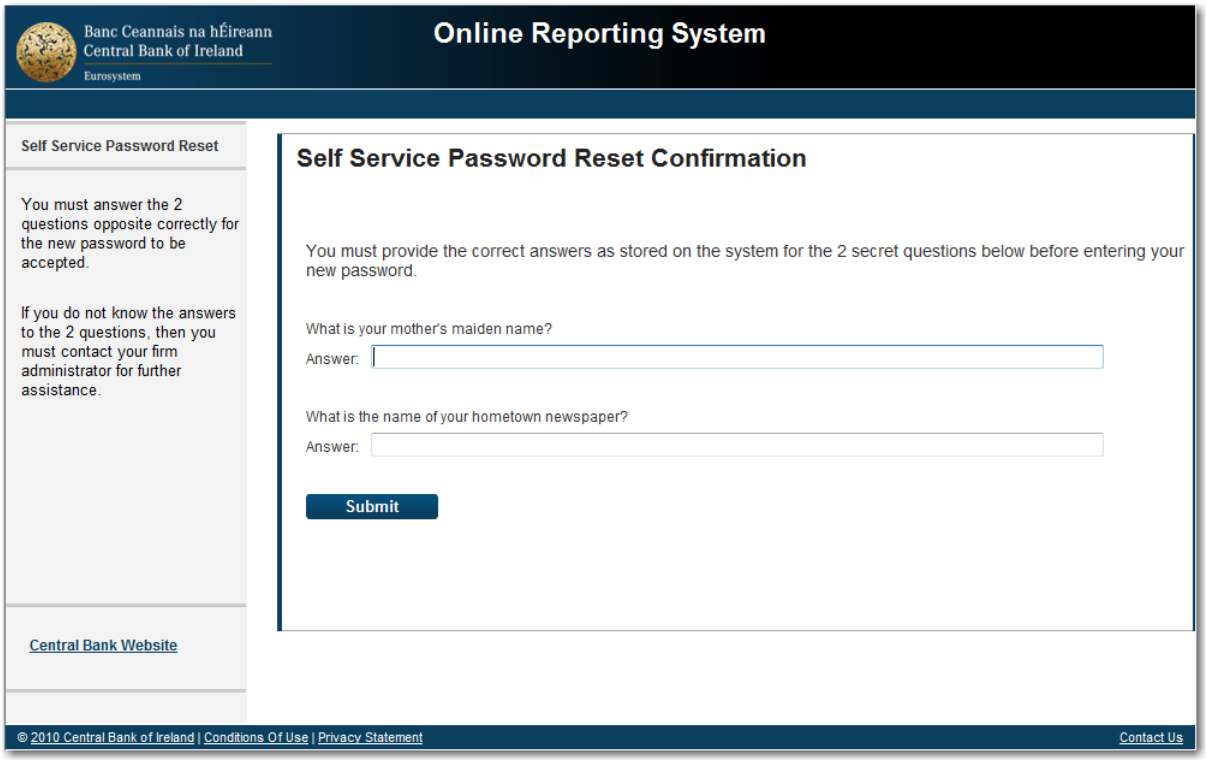
c) Once the Central Bank receives the request, an email is sent to your registered email address (Fig 4.12 refers). Please check your inbox and click on the link provided. If no mail is received please contact your Firm/System Administrator. Please note that for security purposes this link will expire in 60 minutes.

Fig 4.12


Dear Sir/Madam,
To proceed to the next step in the process of resetting your password please open this address in your browser:
https://test.onlinereporting.cbfsai.ie/SelfServicePasswordReset?token=ae75340e-95cc-48aa-b42f-230701742037
Details of your account:
Institution Code: C99002
Login Name: johalloran
Regards,
Central Bank of Ireland

d) You will then be prompted to provide the correct answers to the secret questions you filled out when you were first set up. These answers are not case sensitive. Once done, click '**Submit'**. (Fig 4.13 refers)

Fig 4.13


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Self Service Password Reset
You must answer the 2 questions opposite correctly for the new password to be accepted.
If you do not know the answers to the 2 questions, then you must contact your firm administrator for further assistance.
Central Bank Website
Self Service Password Reset Confirmation
You must provide the correct answers as stored on the system for the 2 secret questions below before entering your new password.
What is your mother's maiden name?
Answer:
What is the name of your hometown newspaper?
Answer:
Submit
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e) Enter a new password click **Change**. You will have successfully changed your password.

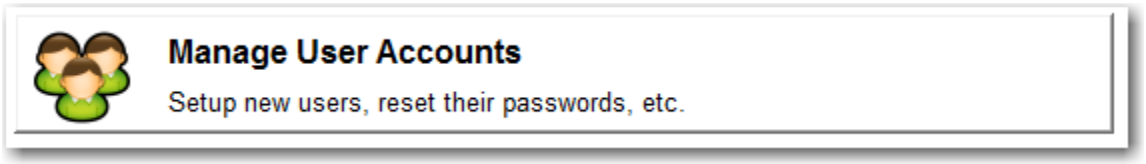
f) If you do not remember the answers to your secret questions please contact your System/Firm Administrator who can reset your password for you.

g) If a User is locked out of their account they will need to be unlocked by the Central Bank and their password reset for them. This is the only occasion the Central Bank should be contacted by a User to get a password reset.

4.5 Reset a Password for another Users Account

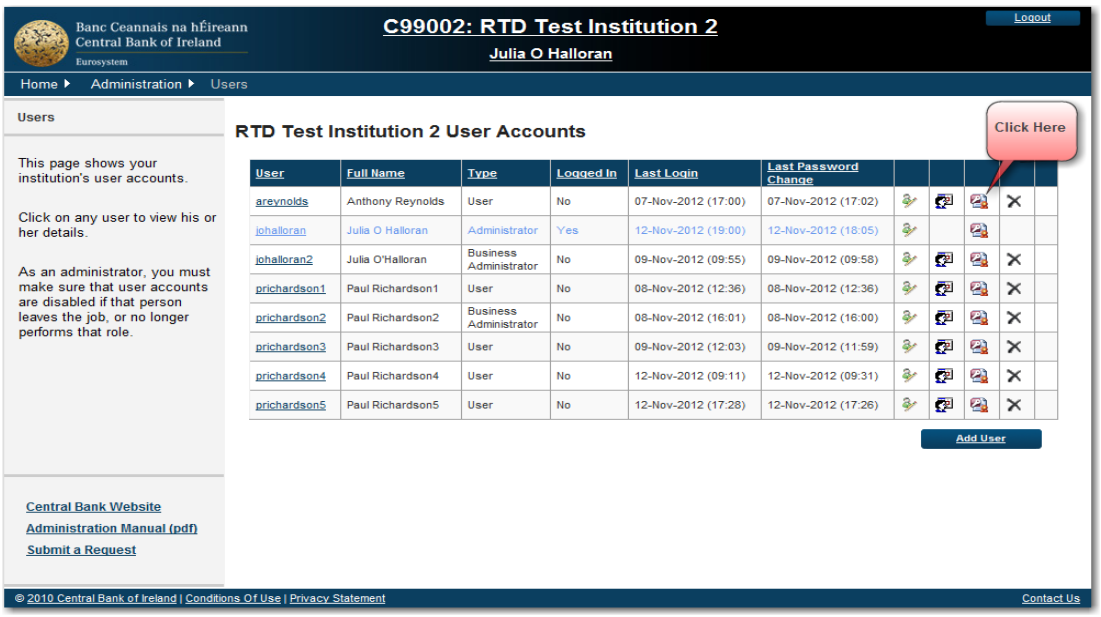
- On the Home Page (Fig 4.14) click '**Manage User Accounts**'.

Fig 4.14



- The **User Accounts** page appears. Click the **Reset User Password icon** to the right of the name of the user whose password you wish to reset. (Fig 4.15)

Fig 4.15


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home ▸ Administration ▸ Users
Users
This page shows your institution's user accounts.
Click on any user to view his or her details.
As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.
RTD Test Institution 2 User Accounts
Click Here
User | Full Name | Type | Logged In | Last Login | Last Password Change
areynolds | Anthony Reynolds | User | No | 07-Nov-2012 (17:00) | 07-Nov-2012 (17:02)
johalloran | Julia O Halloran | Administrator | Yes | 12-Nov-2012 (19:00) | 12-Nov-2012 (18:05)
johalloran2 | Julia O'Halloran | Business Administrator | No | 09-Nov-2012 (09:55) | 09-Nov-2012 (09:58)
prichardson1 | Paul Richardson1 | User | No | 08-Nov-2012 (12:36) | 08-Nov-2012 (12:36)
prichardson2 | Paul Richardson2 | Business Administrator | No | 08-Nov-2012 (16:01) | 08-Nov-2012 (16:00)
prichardson3 | Paul Richardson3 | User | No | 09-Nov-2012 (12:03) | 09-Nov-2012 (11:59)
prichardson4 | Paul Richardson4 | User | No | 12-Nov-2012 (09:11) | 12-Nov-2012 (09:31)
prichardson5 | Paul Richardson5 | User | No | 12-Nov-2012 (17:28) | 12-Nov-2012 (17:26)
Add User
Central Bank Website
Administration Manual (pdf)
Submit a Request
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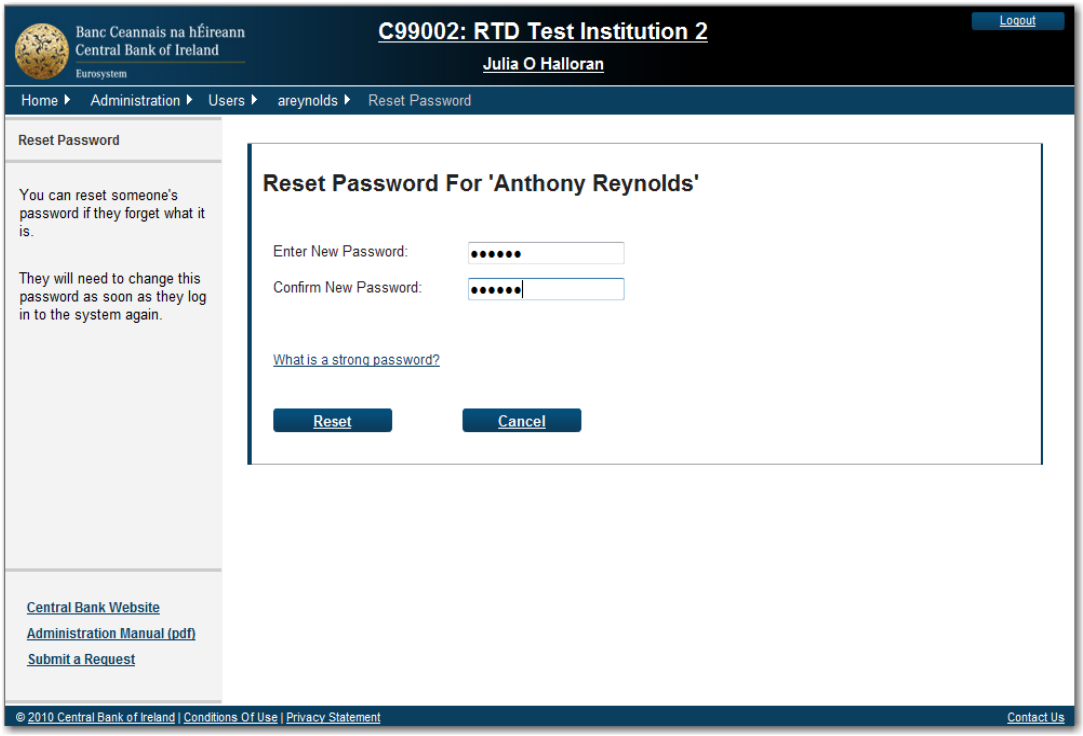
Contact Us

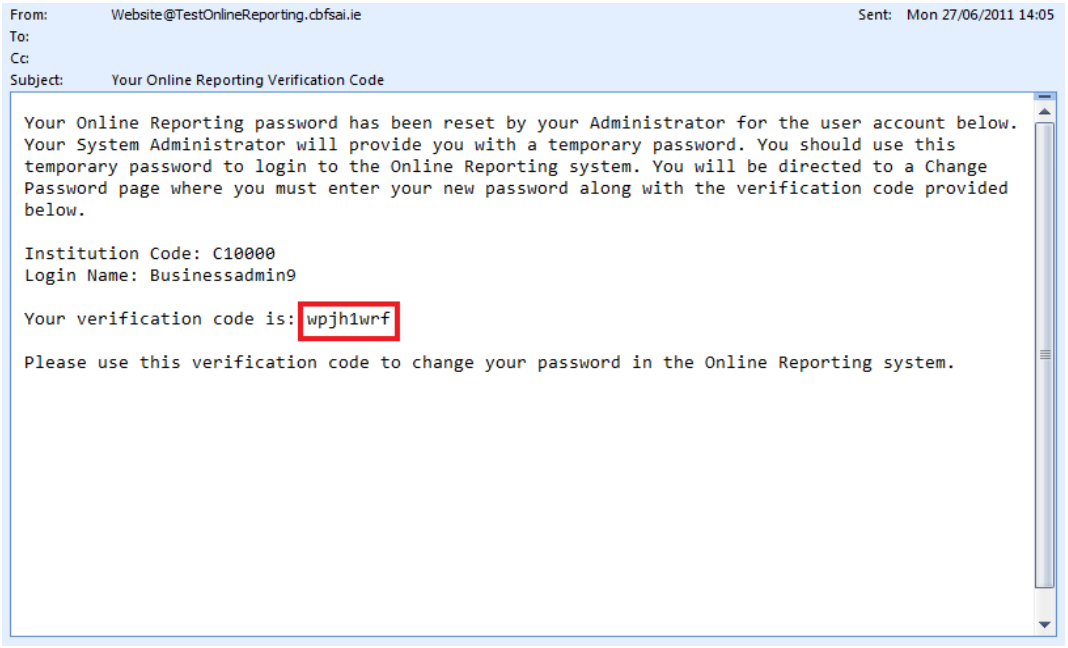
- The **Reset Password** confirmation screen appears. (Fig 4.16) Enter and confirm the new password and click **Reset** (or click **Cancel** to return to the previous screen without changing the password).

Fig 4.16



- Once a User's password is reset, he/she will be sent a verification code. This verification code will be sent to the email address provided in '**My Profile'**. (Fig 4.16)
- The verification code is sent automatically. The User should check their junk/trash mail folder where the email does not appear in their main inbox. If the verification code is still not arriving then it is being blocked by the User's Firewall and the User should contact their IT department.
- ***Please note where a firm/ system administrator resets a password for a user; they are reminded that in the event that the user is using a shared mailbox, then passwords should not be communicated via email.***

Fig 4.17


From: Website@TestOnlineReporting.cbfsai.ie
Sent: Mon 27/06/2011 14:05
To:
Cc:
Subject: Your Online Reporting Verification Code
Your Online Reporting password has been reset by your Administrator for the user account below. Your System Administrator will provide you with a temporary password. You should use this temporary password to login to the Online Reporting system. You will be directed to a Change Password page where you must enter your new password along with the verification code provided below.
Institution Code: C10000
Login Name: Businessadmin9
Your verification code is: wpjh1wrf
Please use this verification code to change your password in the Online Reporting system.

- When the user next logs into the Online Reporting System, he will be prompted to enter the temporary password as set by the Firm/System Administrator, then enter and confirm a new password of choice. The user will enter his verification code and click **Change**.(fig 4.18 refers)

Fig 4.18

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Anthony Reynolds
Logout
Home
Administration
ChangePasswordAfterReset
Change Password After Reset
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Change Your Password
To change your password, enter your new password in the first two text boxes and your verification code in the third text box.
Enter New Password*:
Confirm New Password*:
Enter Verification Code*:
What is a strong password?
Change
Cancel
Central Bank Website
Administration Manual (pdf)
Submit a Request
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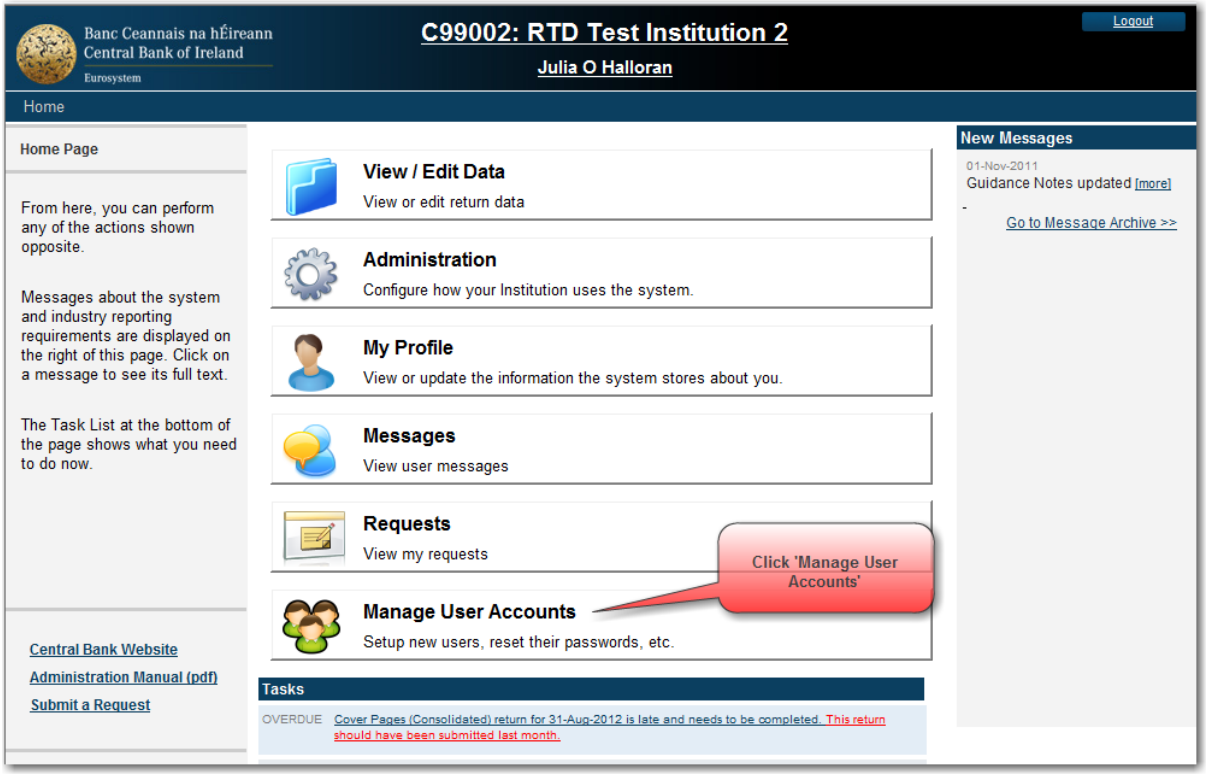
Contact Us

4.6 Disable/Enable a User's Account

- This function should be used where a user no longer works in a firm or might be on temporary leave. The responsibility to maintain proper records of active users lies with the Firm/System Administrator.
- Click Manage User Accounts.(Fig 4.1 refers)

Fig 4.19


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Click 'Manage User Accounts'
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

- Then click the user's name.

Fig 4.20

- Click on the ‘Disable’ button.

Fig 4.21

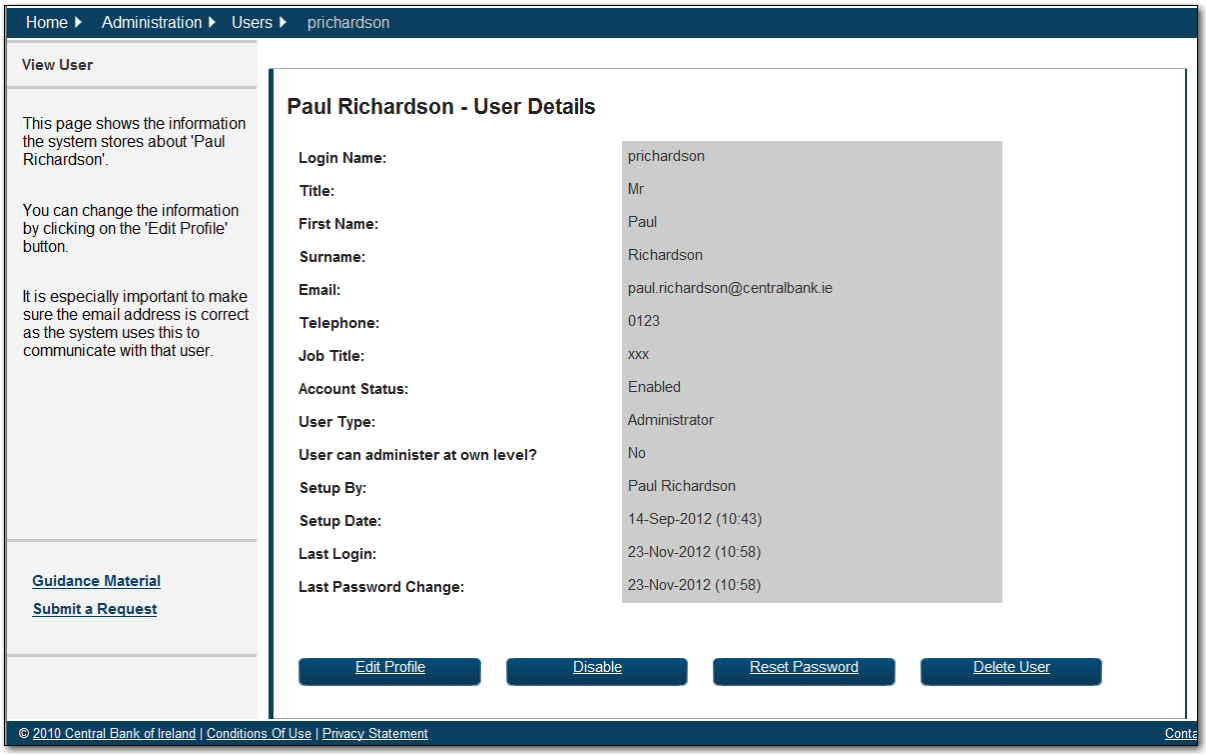

Home
Administration
Users
prichardson
View User
This page shows the information the system stores about 'Paul Richardson'.
You can change the information by clicking on the 'Edit Profile' button.
It is especially important to make sure the email address is correct as the system uses this to communicate with that user.
Guidance Material
Submit a Request
Paul Richardson - User Details
Login Name: prichardson
Title: Mr
First Name: Paul
Surname: Richardson
Email: paul.richardson@centralbank.ie
Telephone: 0123
Job Title: xxx
Account Status: Enabled
User Type: Administrator
User can administer at own level? No
Setup By: Paul Richardson
Setup Date: 14-Sep-2012 (10:43)
Last Login: 23-Nov-2012 (10:58)
Last Password Change: 23-Nov-2012 (10:58)
Edit Profile
Disable
Reset Password
Delete User
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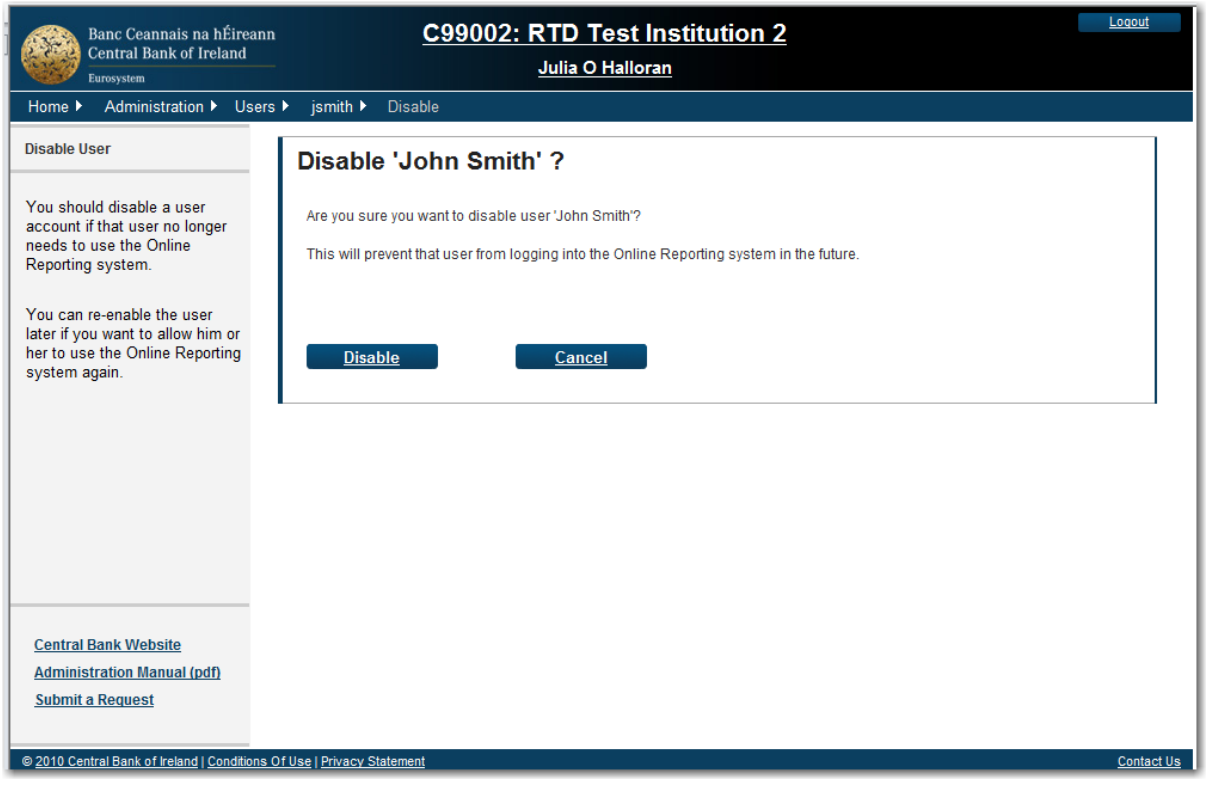
Fig 4.22


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
jsmith
Disable
Disable User
You should disable a user account if that user no longer needs to use the Online Reporting system.
You can re-enable the user later if you want to allow him or her to use the Online Reporting system again.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Disable 'John Smith' ?
Are you sure you want to disable user 'John Smith'?
This will prevent that user from logging into the Online Reporting system in the future.
Disable
Cancel
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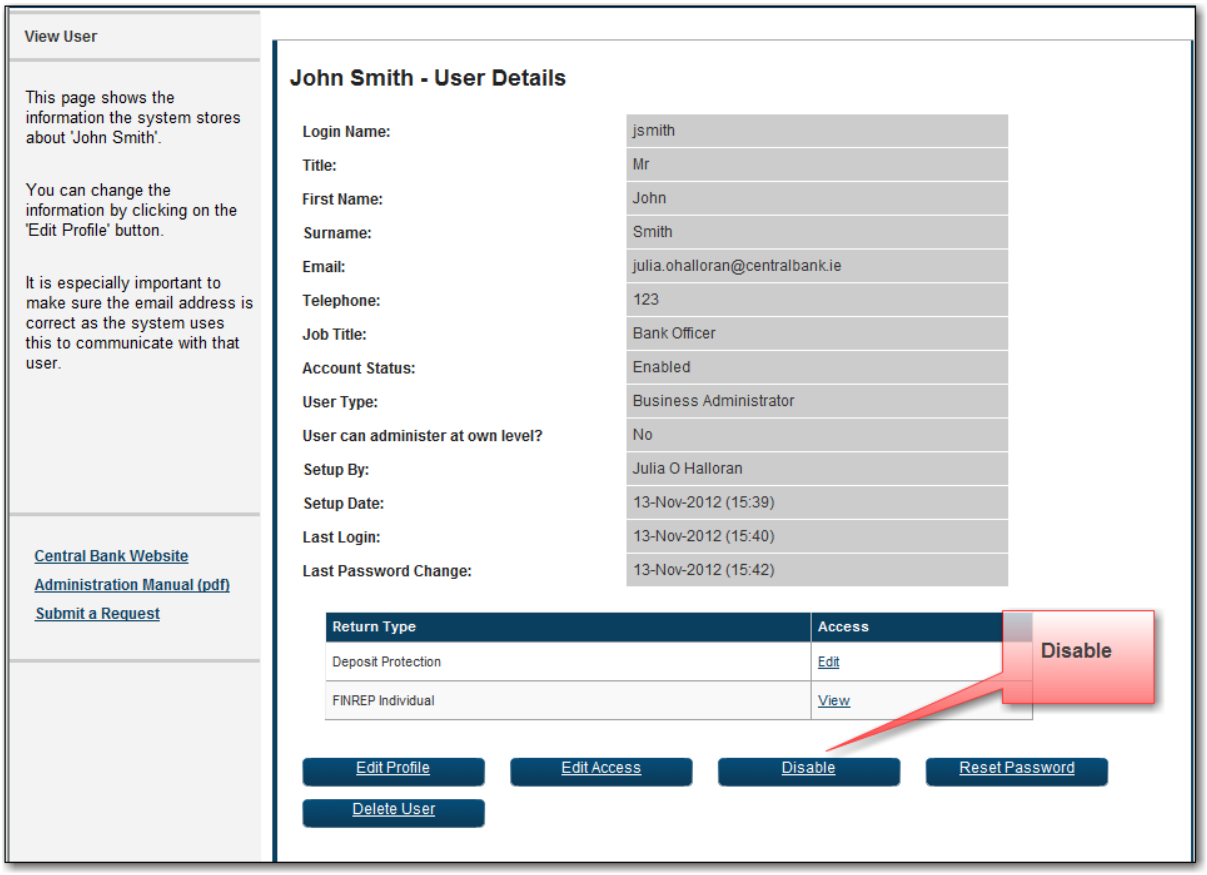
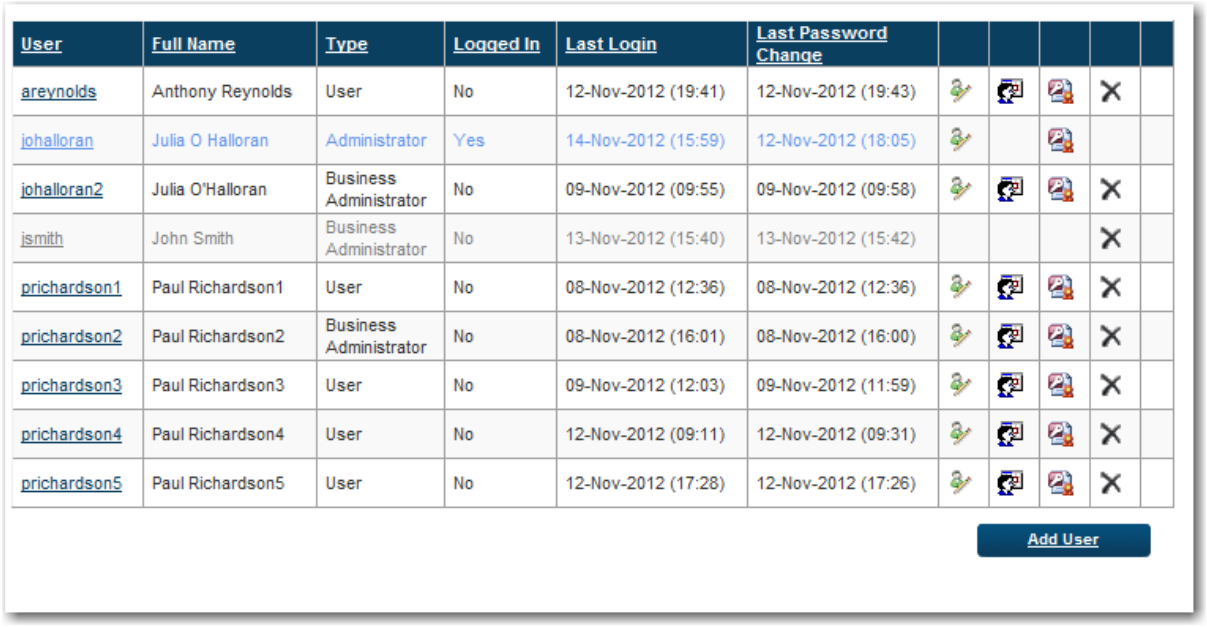
Contact Us

Fig 4.23



- The ***User Details*** screen is displayed, showing an ***Account Status*** of ***Disabled.***
- Click the **Enable** button to re-activate the users account.
- On the users account page Figure 4.24, the disabled user will be shaded in grey

Fig 4.24

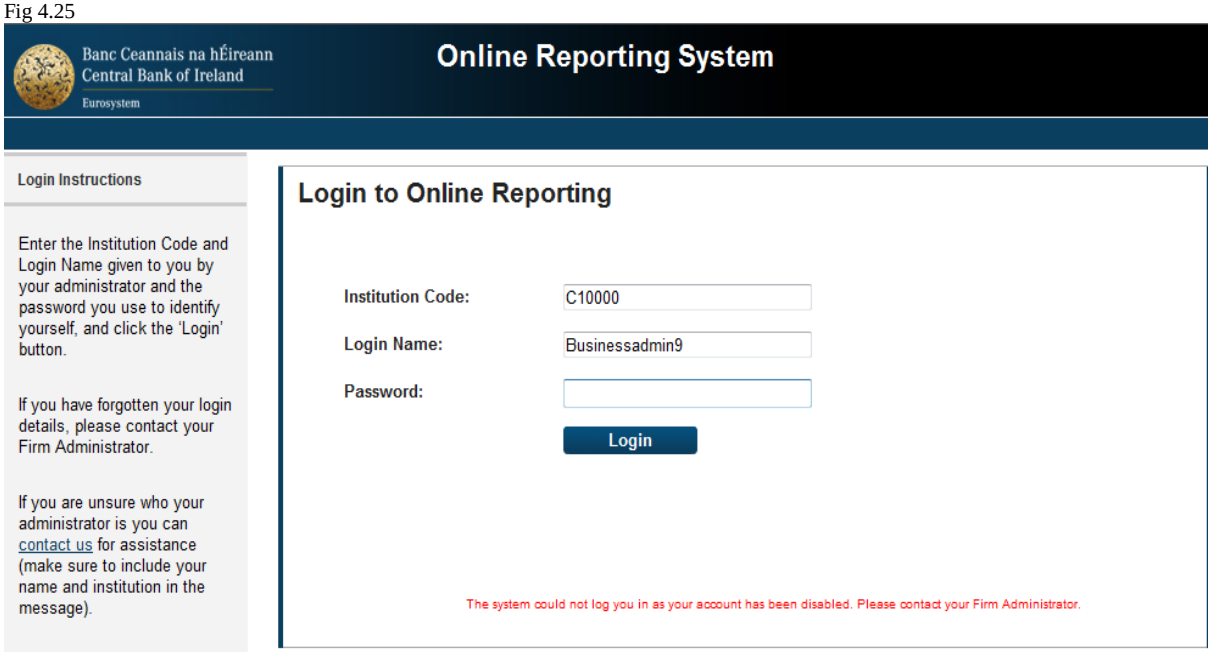


User	Full Name	Type	Logged In	Last Login	Last Password Change					
areynolds	Anthony Reynolds	User	No	12-Nov-2012 (19:41)	12-Nov-2012 (19:43)					
johalloran	Julia O Halloran	Administrator	Yes	14-Nov-2012 (15:59)	12-Nov-2012 (18:05)					
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)					
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)					
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)					
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)					
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)					
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)					
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)					

Add User

- When a disabled user next logs in, a message will be displayed on their **Login** screen, stating that the account has been disabled and advising the user to contact their **Firm/System Administrator**.(Fig 4.25)

Fig 4.25


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Login to Online Reporting
Institution Code:
C10000
Login Name:
Businessadmin9
Password:
Login
The system could not log you in as your account has been disabled. Please contact your Firm Administrator.

- If a User has resigned it is the System Administrator's responsibility to delete them from the Online Reporting System. To delete a User click the 'X' next to the User's account, as visible in Figure 4.20

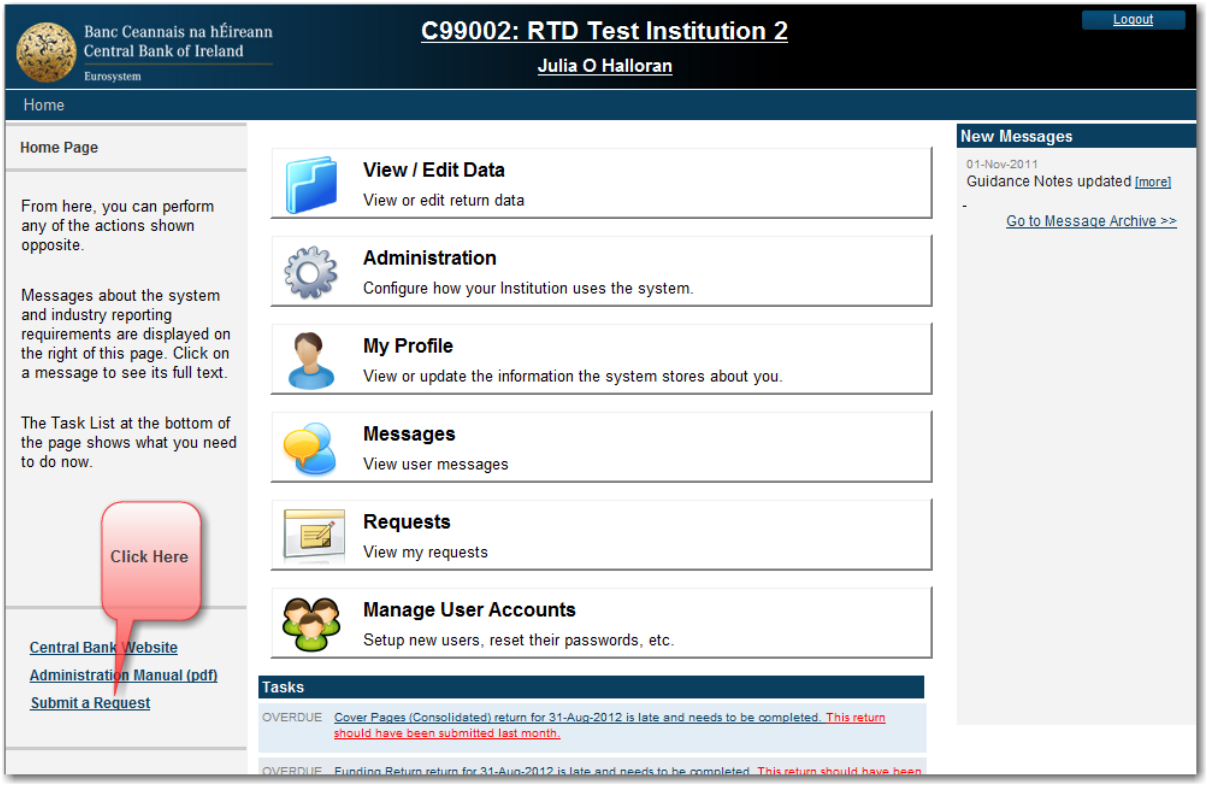
5 Submit a Request

5.1 Submit a Request: General Queries

- Unlock requests must be submitted a different way (See page 63).

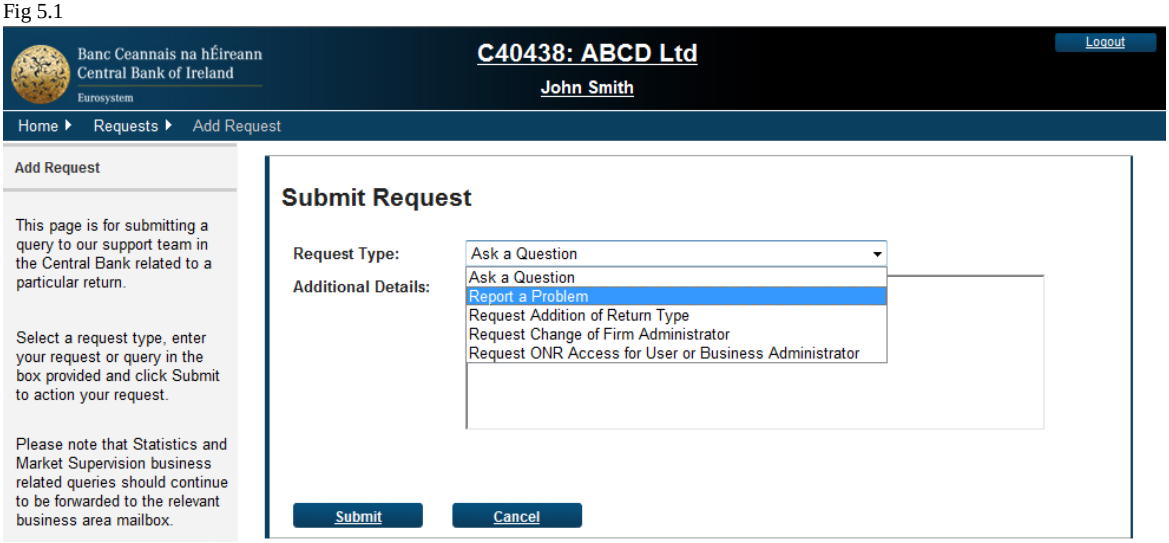
a) Queries must be submitted through the ONR using the Submit Request function. On the Home Page Click the **Submit a Request** link in the bottom left hand corner.

Fig 5


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Click Here
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

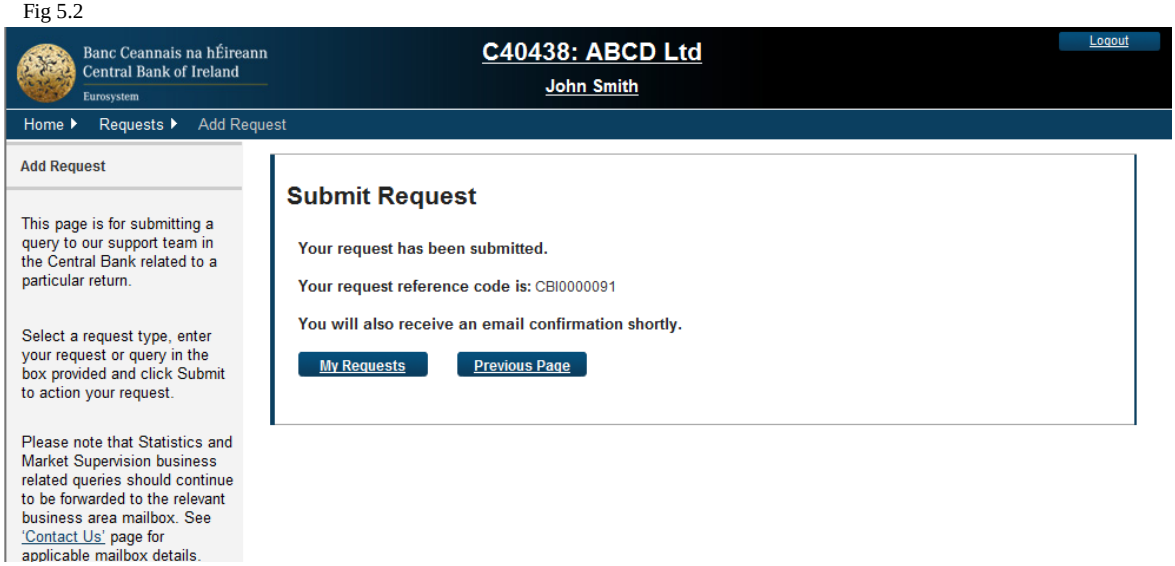
b) Select the type of query you wish to request from the dropdown list. Provide further information in the **Additional Details** textbox if appropriate. (Fig 5.1)

Fig 5.1


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox.
Submit Request
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Addition of Return Type
Request Change of Firm Administrator
Request ONR Access for User or Business Administrator
Submit
Cancel

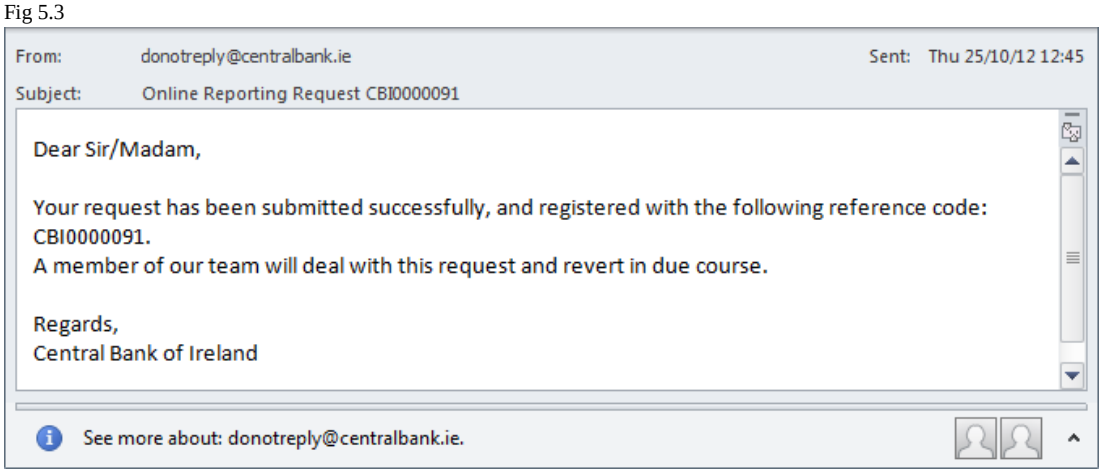
c) The Submit Request screen will appear on the ONR with a reference code (Fig 5.2) Your *Request* will then be processed.

Fig 5.2


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox. See 'Contact Us' page for applicable mailbox details.
Submit Request
Your request has been submitted.
Your request reference code is: CBI0000091
You will also receive an email confirmation shortly.
My Requests
Previous Page

d) You will also receive a notification email with the request reference code to confirm that your query has been submitted. (Fig 5.3)

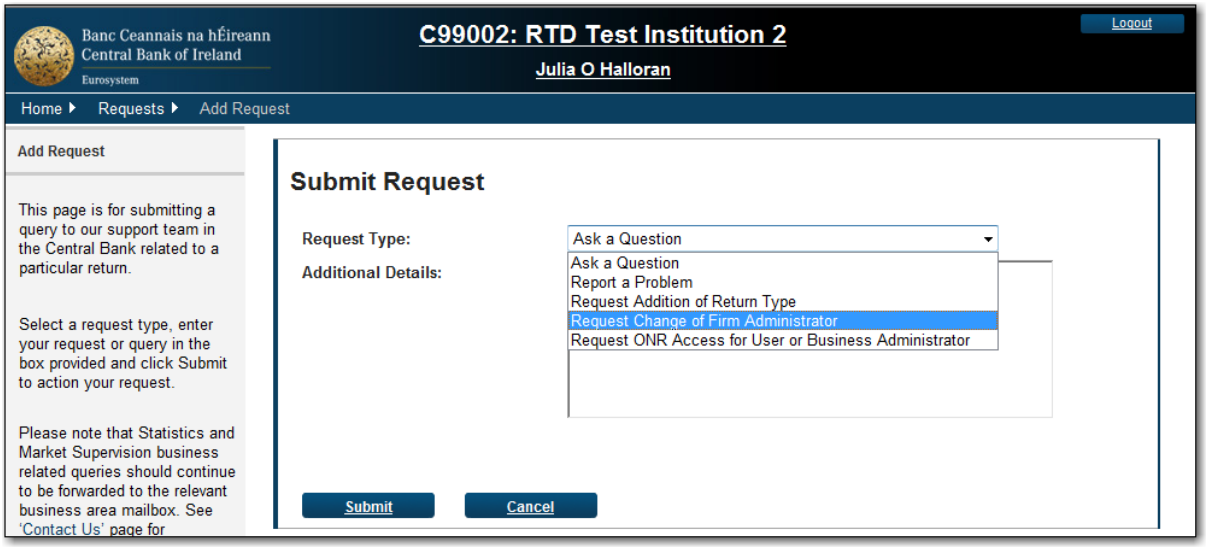
Fig 5.3


From: donotreply@centralbank.ie
Sent: Thu 25/10/12 12:45
Subject: Online Reporting Request CBI0000091
Dear Sir/Madam,
Your request has been submitted successfully, and registered with the following reference code: CBI0000091.
A member of our team will deal with this request and revert in due course.
Regards,
Central Bank of Ireland
See more about: donotreply@centralbank.ie.

Submit a Request: Change of Firm /System Administrator

- This is an almost identical process to the submission of general queries in Section 5.1. For Firm/System Administrator Changes please select **Request Change of Firm Administrator** from the drop down menu in step (b) and click **Submit**. (Fig 5.4). Ensure the proposed Administrator is set up on the ONR as a user before submitting the request.

Fig 5.4


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox. See 'Contact Us' page for
Submit Request
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Addition of Return Type
Request Change of Firm Administrator
Request ONR Access for User or Business Administrator
Submit
Cancel

- As is the case with general queries, (Fig 5.2) a request reference code will be displayed to signify that a request has been submitted. Your *Request* will be processed. You will then receive an email with a unique reference code like in Figure 5.3. You will be notified by email once your request is complete.

5.2 Submit a Request: Return Specific Queries

a) To submit a Query relating to a specific return type, click *View/Edit Data* on the Home page.(Fig 5.5)

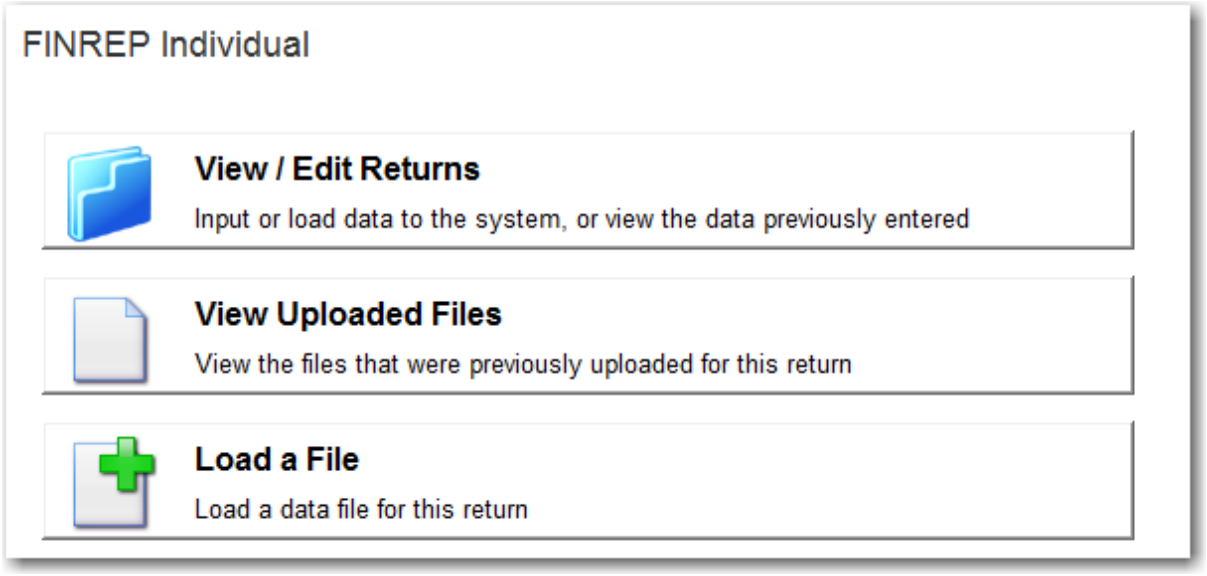
Fig 5.5

b) Click on the specific return type that your query relates to; in this Fig 5.6, the FINREP return has been selected.

Fig 5.6

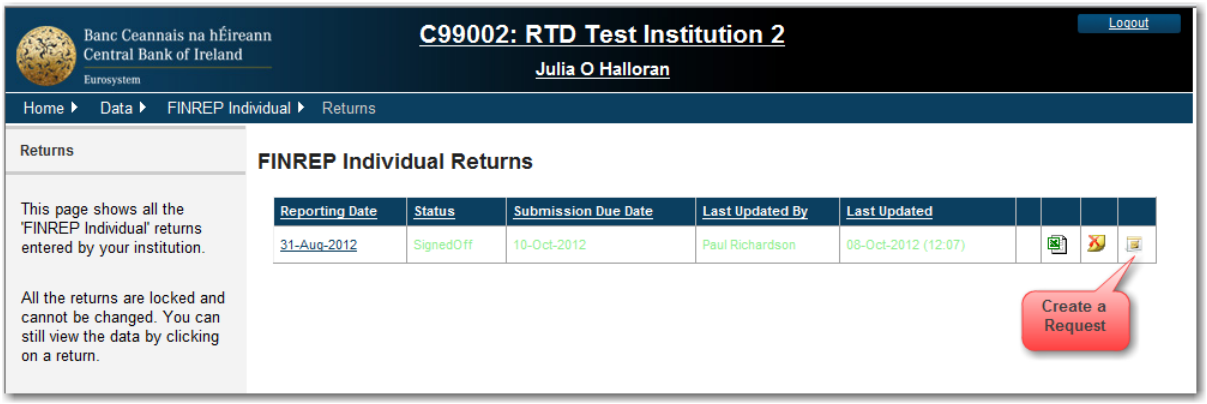
c) In the next window (Fig 5.7) click *View/Edit Returns*.

Fig 5.7


FINREP Individual
View / Edit Returns
Input or load data to the system, or view the data previously entered
View Uploaded Files
View the files that were previously uploaded for this return
Load a File
Load a data file for this return

d) Click the *Create a Request* icon as seen in Fig 5.8

Fig 5.8



e) Select the type of query you wish to report from the dropdown list. Provide further information in the **Additional Details** textbox, if appropriate. Click **Submit**. (Fig 5.9)

Fig 5.9

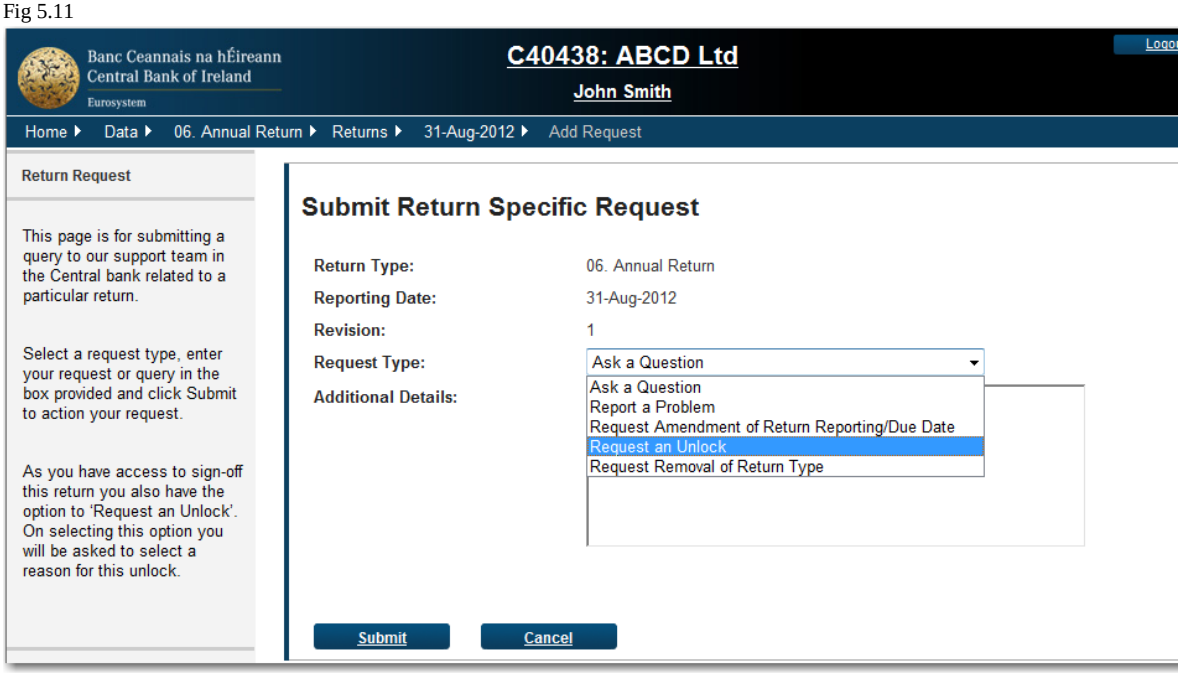
f) Your *Request* will then be submitted to the Central Bank and the ONR will issue a request reference code as set out in the general queries section along with an email (Fig 5.3) and notification that your request has been completed.

5.3 Submit a Request: Unlock a Return

- Only those with Administrator access to a particular return can request that it be unlocked.
- On the Home page, select **View/Edit Data**.
- From the list of returns displayed select the return that you require to have unlocked.
- You will then be prompted to select **View/Edit Returns.** Select the **Create a Request** icon as shown in Fig 5.10.

Fig 5.10

Fig 5.11


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
As you have access to sign-off this return you also have the option to 'Request an Unlock'. On selecting this option you will be asked to select a reason for this unlock.
Submit Return Specific Request
Return Type:
06. Annual Return
Reporting Date:
31-Aug-2012
Revision:
1
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Amendment of Return Reporting/Due Date
Request an Unlock
Request Removal of Return Type
Submit
Cancel

- Select the **Request an Unlock** option from the drop down menu in Fig 5.11

- You will be prompted to select an **Unlock Reason** from the second drop-down menu. Provide details as to the reason for the unlock request including the fields which may change and select **Submit**.(Fig 5.12)

Fig 5.12

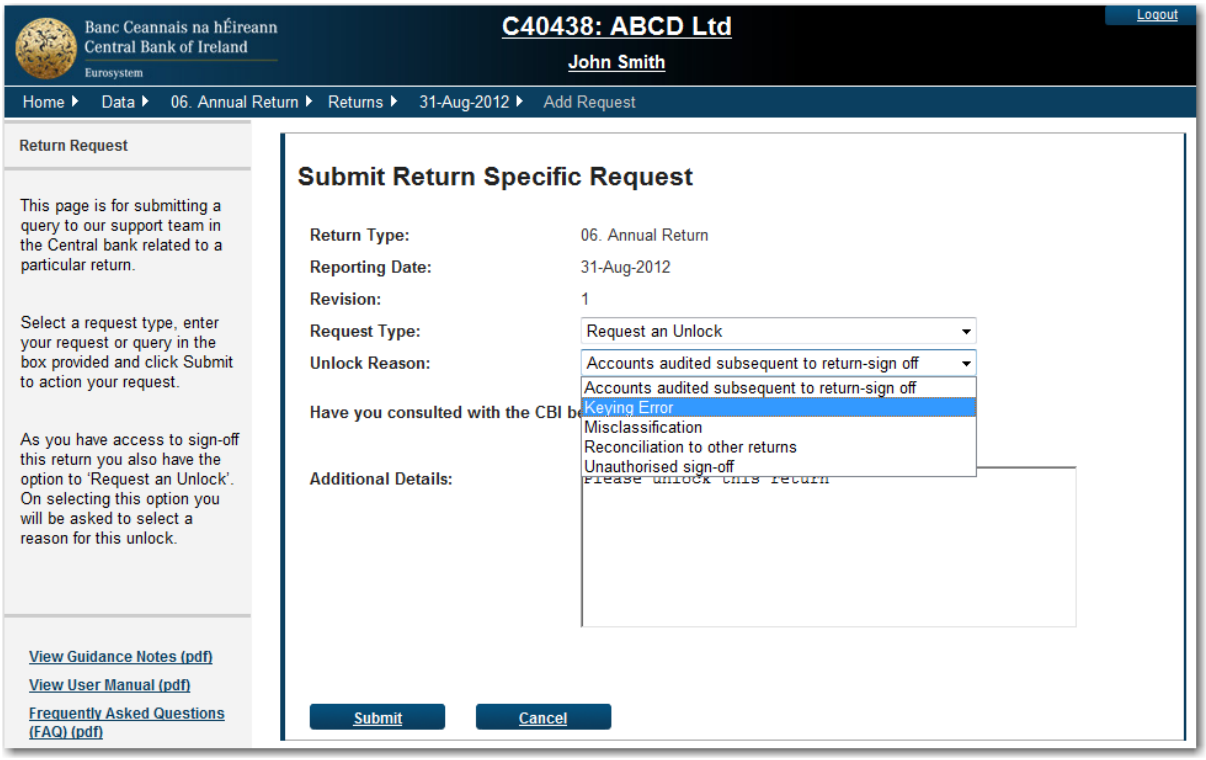
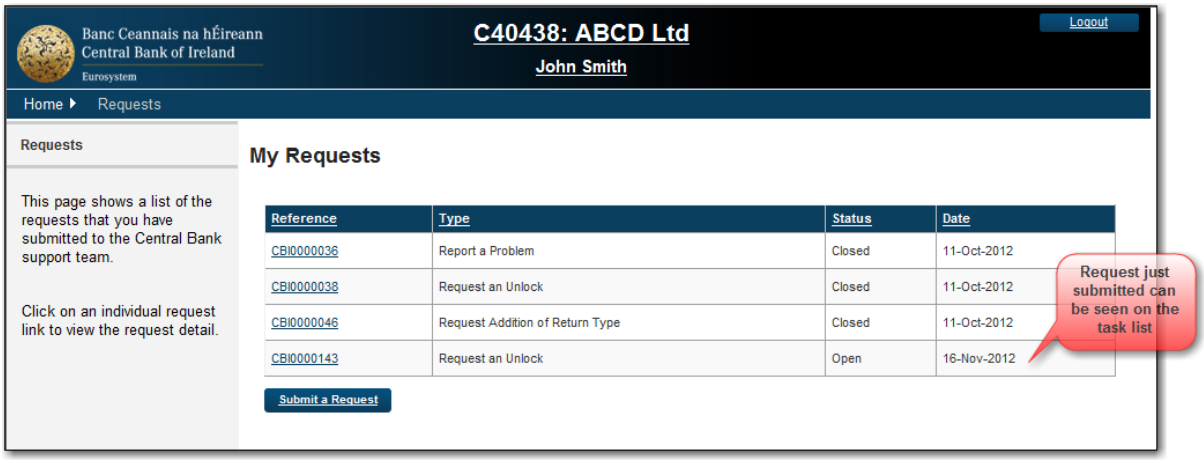

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
As you have access to sign-off this return you also have the option to 'Request an Unlock'. On selecting this option you will be asked to select a reason for this unlock.
View Guidance Notes (pdf)
View User Manual (pdf)
Frequently Asked Questions (FAQ) (pdf)
Submit Return Specific Request
Return Type:
06. Annual Return
Reporting Date:
31-Aug-2012
Revision:
1
Request Type:
Request an Unlock
Unlock Reason:
Accounts audited subsequent to return-sign off
Accounts audited subsequent to return-sign off
Keying Error
Misclassification
Reconciliation to other returns
Unauthorised sign-off
Have you consulted with the CBI b
Additional Details:
Please unlock this return
Submit
Cancel

Fig 5.13

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Submit Return Specific Request
Your request has been submitted.
Your request reference code is: CBI0000143
You will also receive an email confirmation shortly.
My Requests
Back to Returns

- Figure 5.13 is the screen that appears once a request is successfully submitted. It contains a unique request reference code. Select the **My Requests** button to see the tasks outstanding as detailed in Figure 5.14

Fig 5.14



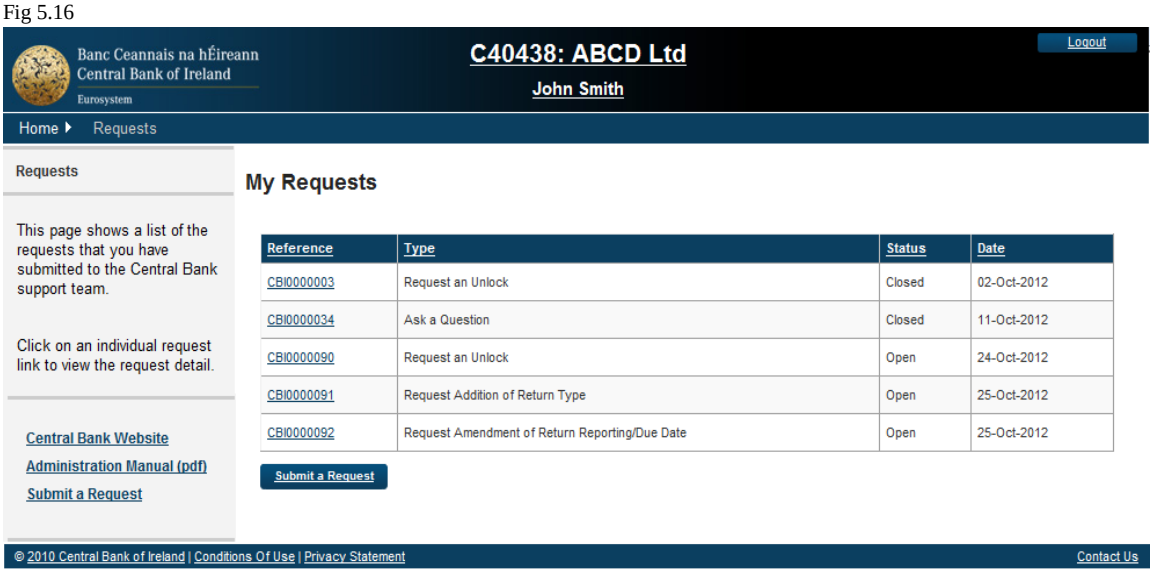
5.4 My Requests

- To see a full list of your queries, click *Requests* on the homepage. (Fig 5.15)

Fig 5.15

- All *Requests* submitted by the *User* will appear with their current *Status*.(Fig 5.16)

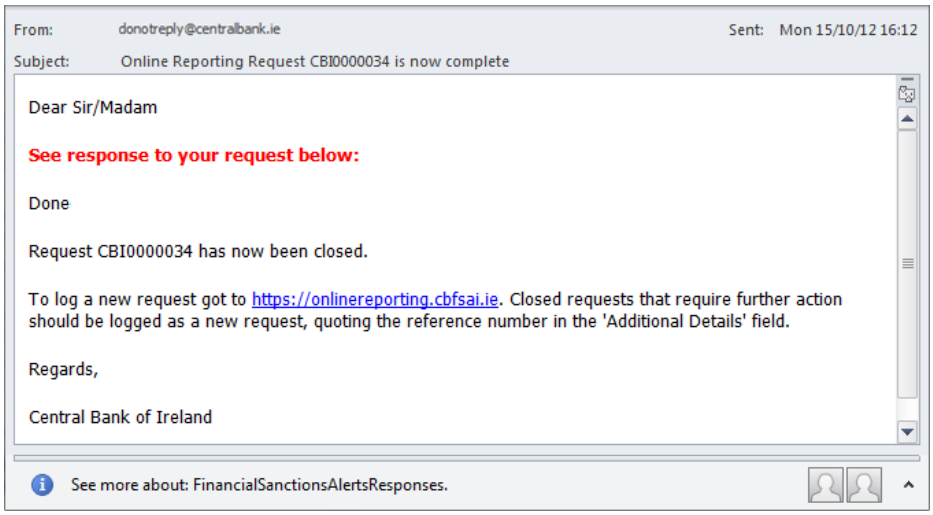
Fig 5.16



5.5 Closing of Requests

- When a request has been completed or query answered the person who asks the question will receive an automated email to notify them that the matter has been dealt with. (Fig 5.17)

Fig 5.17


From: donotreply@centralbank.ie
Sent: Mon 15/10/12 16:12
Subject: Online Reporting Request CBI0000034 is now complete
Dear Sir/Madam
See response to your request below:
Done
Request CBI0000034 has now been closed.
To log a new request got to https://onlinereporting.cbfsai.ie. Closed requests that require further action should be logged as a new request, quoting the reference number in the 'Additional Details' field.
Regards,
Central Bank of Ireland
See more about: FinancialSanctionsAlertsResponses.

6 Returns Management: Reminders/Acknowledgments

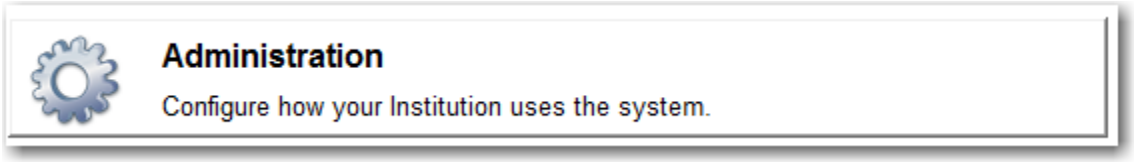
6.1 Institution Reminders/Acknowledgements: Overview

Institutions may set the pre-filing and post-filing reminders they receive from the Central Bank as they relate both to the Entity as a whole and for each return type. Please note that you cannot control non-filing reminders. The Entity can decide whether they would like to receive acknowledgments following submission. Further please note Funds do not have pre filing reminders.

6.2 Institution Reminders/Acknowledgements: Process per Institution

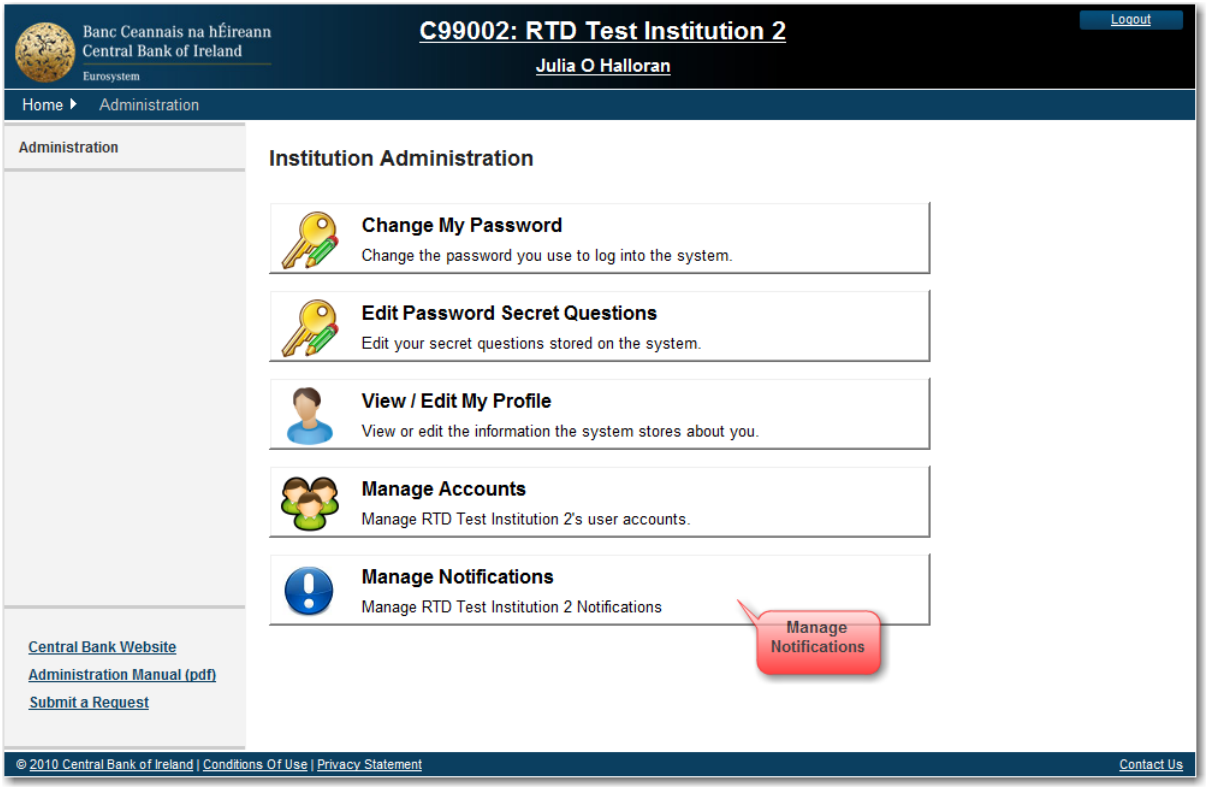
- On the Home page, select **Administration**. (Fig 6.1)

Fig 6.1



- On the Administration Page in Fig 6.2 select **Manage Notifications**.

Fig 6.2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Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Administration
Institution Administration
Change My Password
Change the password you use to log into the system.
Edit Password Secret Questions
Edit your secret questions stored on the system.
View / Edit My Profile
View or edit the information the system stores about you.
Manage Accounts
Manage RTD Test Institution 2's user accounts.
Manage Notifications
Manage RTD Test Institution 2 Notifications
Manage Notifications
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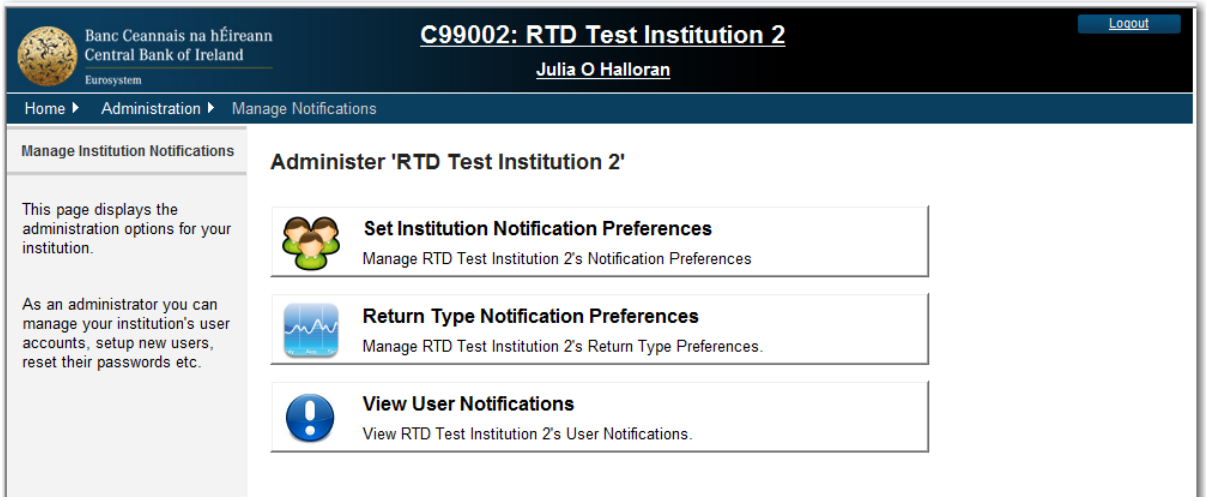
- Select the **Set Institution Notification Preferences** option (Fig 6.4) allows the user to determine the frequency of notifications for the entity as a whole, while the return type notification preference option enables the user to customise reminders for each return type.

Fig 6.3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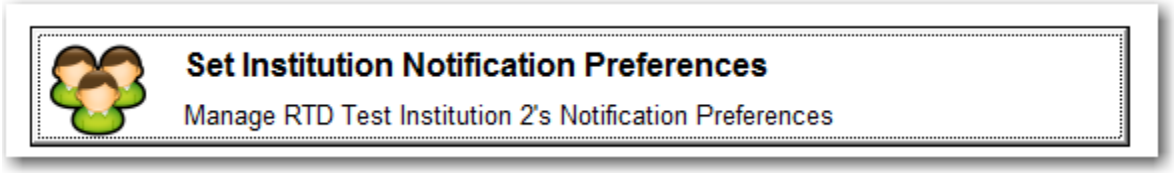
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Manage Notifications
Manage Institution Notifications
This page displays the administration options for your institution.
As an administrator you can manage your institution's user accounts, setup new users, reset their passwords etc.
Administer 'RTD Test Institution 2'
Set Institution Notification Preferences
Manage RTD Test Institution 2's Notification Preferences
Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.
View User Notifications
View RTD Test Institution 2's User Notifications.

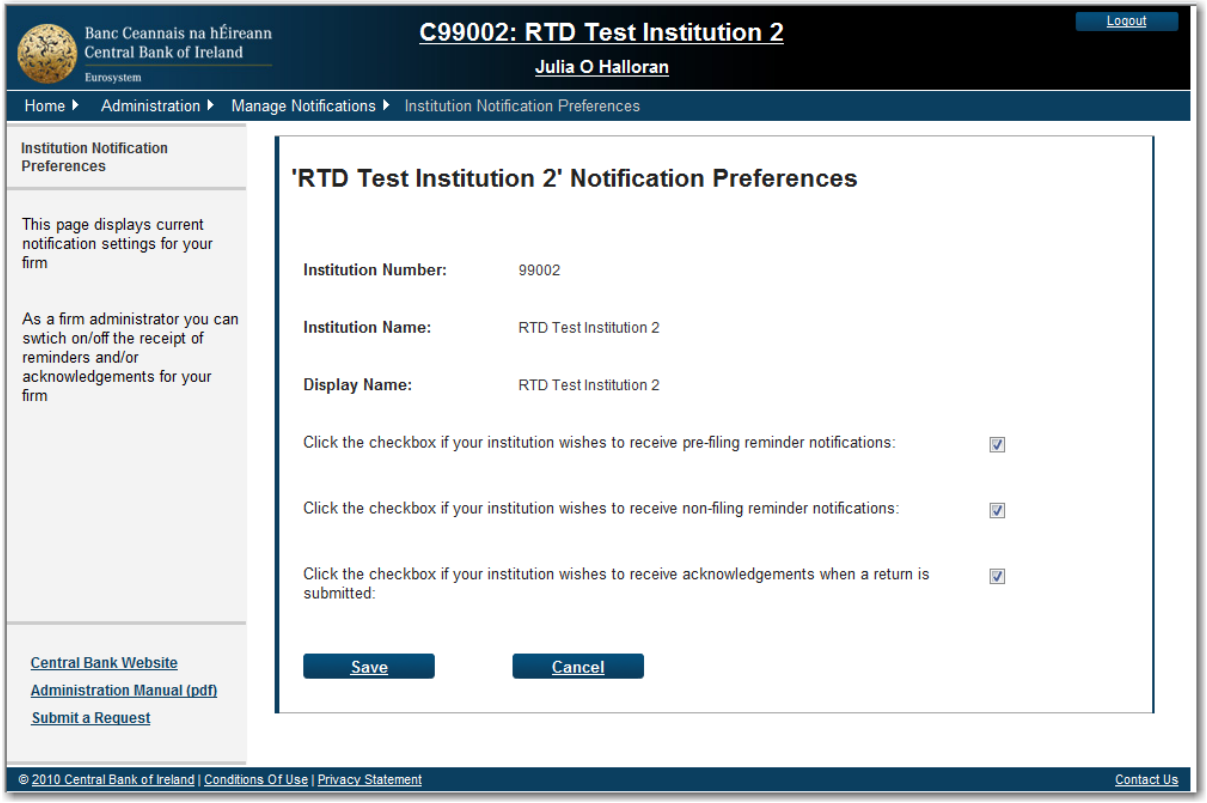
Fig 6.4



As can be seen in Figure 6.5, Check and uncheck the box(es) on the right hand side to select particular reminders and click **Save**.

- Pre-filing reminders
- Non-filing reminders
- Return acknowledgements

Fig 6.5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Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Manage Notifications
Institution Notification Preferences
Institution Notification Preferences
This page displays current notification settings for your firm
As a firm administrator you can swtich on/off the receipt of reminders and/or acknowledgements for your firm
'RTD Test Institution 2' Notification Preferences
Institution Number: 99002
Institution Name: RTD Test Institution 2
Display Name: RTD Test Institution 2
Click the checkbox if your institution wishes to receive pre-filing reminder notifications:
Click the checkbox if your institution wishes to receive non-filing reminder notifications:
Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:
Save
Cancel
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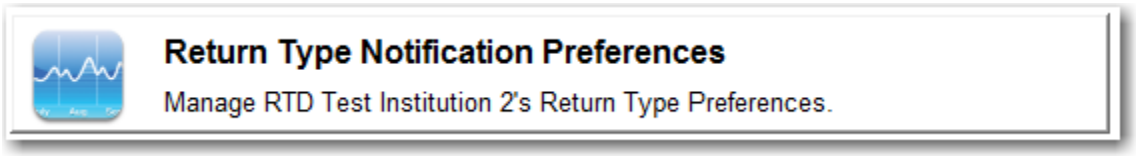
6.3 Institution Reminders/Acknowledgements: Process per Return Type

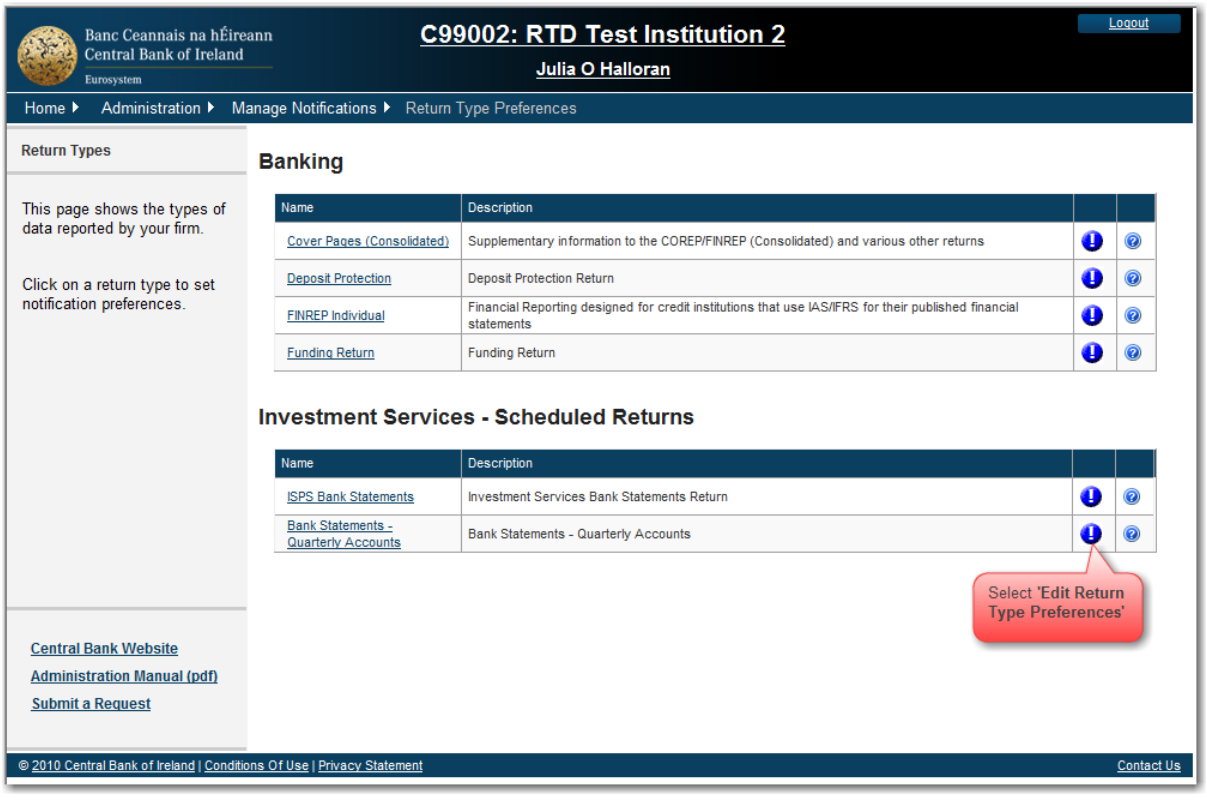
- To begin, select **Return Type Notification Preferences**. (Fig 6.5)

Fig 6.5



- Figure 6.6 shows the return types as submitted by your Insitution. Select the blue icon **Edit Return Type Preferences** to chose which return type, to be customised.

Fig 6.6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Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Manage Notifications
Return Type Preferences
Return Types
This page shows the types of data reported by your firm.
Click on a return type to set notification preferences.
Banking
Name
Description
Cover Pages (Consolidated)
Supplementary information to the COREP/FINREP (Consolidated) and various other returns
Deposit Protection
Deposit Protection Return
FINREP Individual
Financial Reporting designed for credit institutions that use IAS/IFRS for their published financial statements
Funding Return
Funding Return
Investment Services - Scheduled Returns
ISPS Bank Statements
Investment Services Bank Statements Return
Bank Statements - Quarterly Accounts
Bank Statements - Quarterly Accounts
Select 'Edit Return Type Preferences'
Central Bank Website
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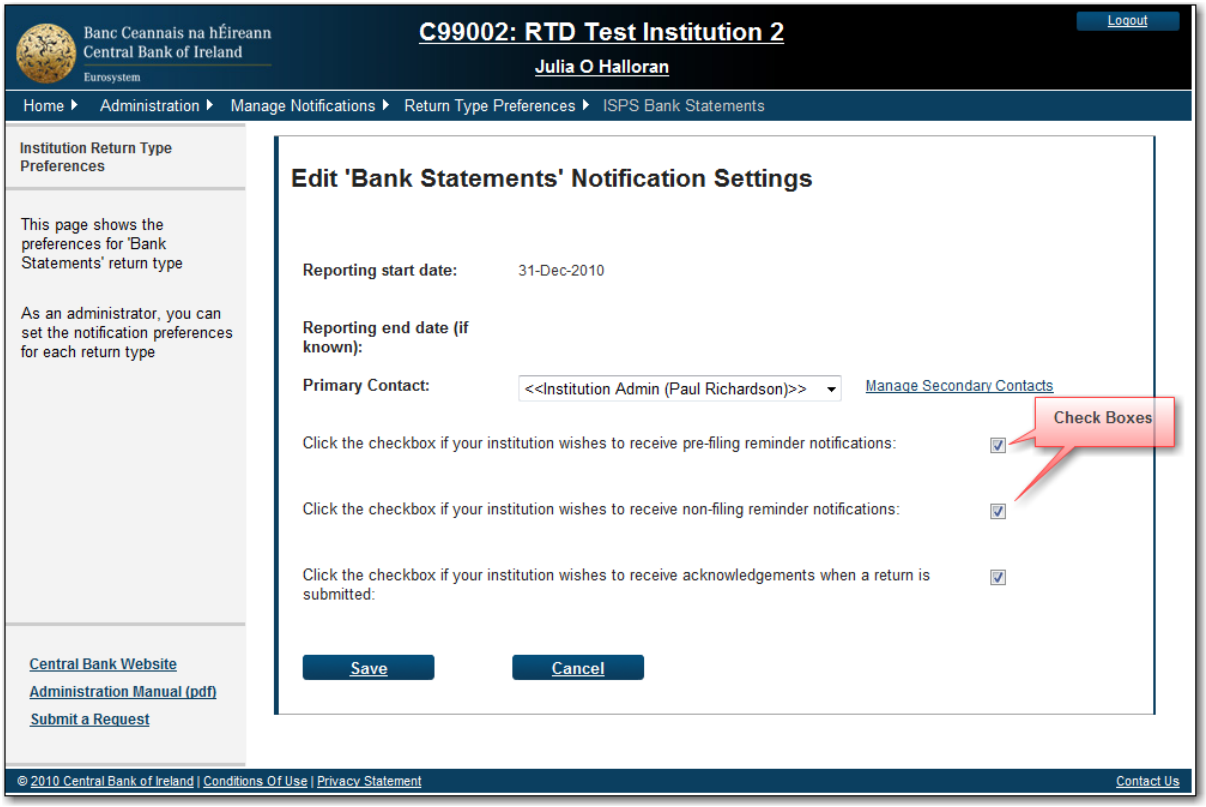
- As can be seen in Figure 6.7 below, the user can manage notifications for each specific return. Checking and unchecking the box(es) according to return specific preferences. The return type ‘Bank Statement’ has been chosen to demonstrate

that the user can check to receive Pre and Post filing reminders and acknowledgments.

Fig 6.7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Eurosystem
C99002: RTD Test Institution 2
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Logout
Home
Administration
Manage Notifications
Return Type Preferences
ISPS Bank Statements
Institution Return Type Preferences
This page shows the preferences for 'Bank Statements' return type
As an administrator, you can set the notification preferences for each return type
Edit 'Bank Statements' Notification Settings
Reporting start date:
31-Dec-2010
Reporting end date (if known):
Primary Contact:
<<Institution Admin (Paul Richardson)>>
Manage Secondary Contacts
Check Boxes
Click the checkbox if your institution wishes to receive pre-filing reminder notifications:
Click the checkbox if your institution wishes to receive non-filing reminder notifications:
Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:
Save
Cancel
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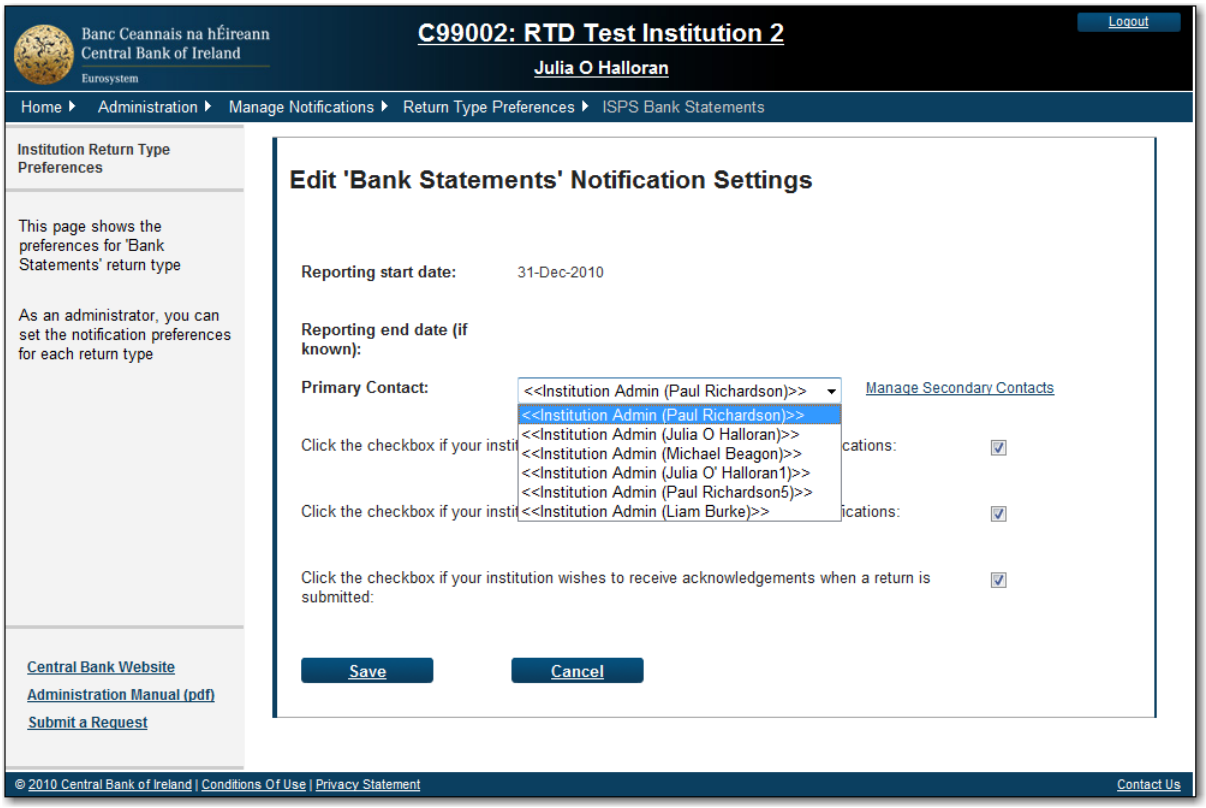
- Once satisfied with settings, select **Save** and these actions will be applied to the return type.

6.4 Institution Reminders/Acknowledgements: Primary / Secondary Contacts

- A **Firm/System Administrator** may appoint different ONR users as a Primary Contact or Secondary Contact of a specific return.
- To begin, click the **Administration** button on the homepage as seen in Fig 6.1 above. Following that, click **Manage Notifications** as per Fig 6.2. Then click **Return Type Notification Preferences** as seen in Fig 6.3 above and 6.5 above.
- Fig 6.6 shows the types of data reported by your Insitution. Select the blue icon **Edit Return Type Preferences** alongside the requisite return type.
- A Primary contact must be a Business Administrator for that return type. See Figure 6.8 below.

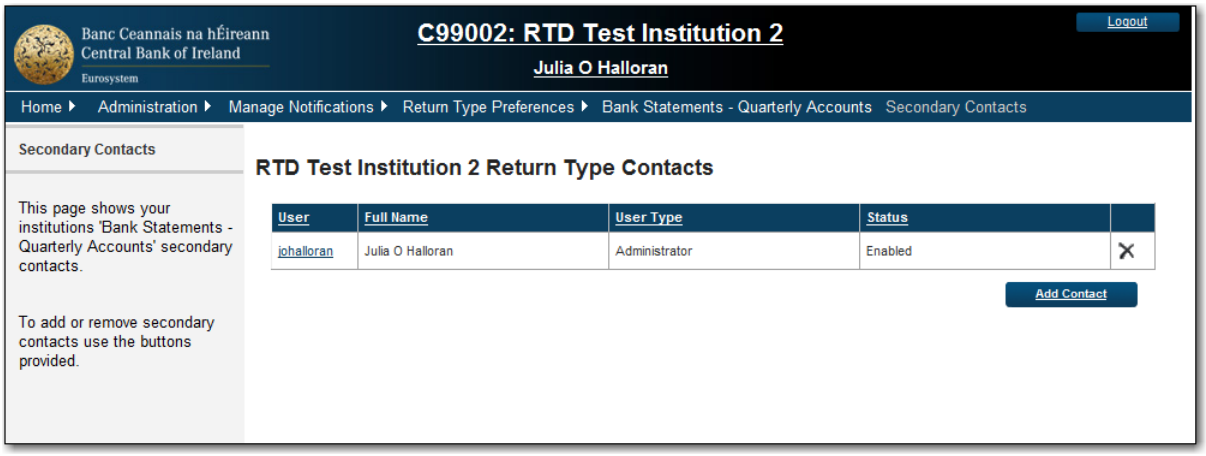
Fig 6.8



- A Secondary contact must be a User/Business Administrator with access to that return type.

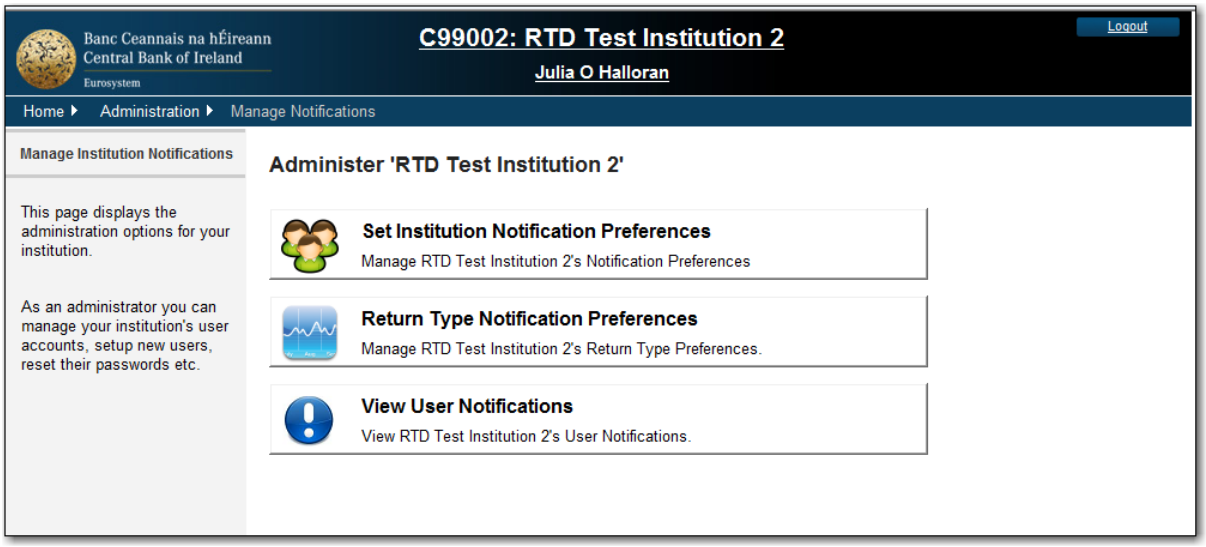
- As per figure 6.8 above, select **Manage Secondary Contacts**.

Fig 6.9



- Having selected **Manage Secondary Contacts**, Figure 6.9 shows the list of secondary contacts assigned to that return type. Select the **Add Contact** button to add another secondary contact where necessary.

Fig 6.10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Logout
Home
Administration
Manage Notifications
Manage Institution Notifications
This page displays the administration options for your institution.
As an administrator you can manage your institution's user accounts, setup new users, reset their passwords etc.
Administer 'RTD Test Institution 2'
Set Institution Notification Preferences
Manage RTD Test Institution 2's Notification Preferences
Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.
View User Notifications
View RTD Test Institution 2's User Notifications.

- To view User Notifications, go to the Homepage and select **Administration**. Then click **Manage Notifications**. Further select **View User Notifications** as can be seen in Figure 6.10.
- Fig 6.11 shows the notification settings for Users. Select the users name to see whether they are set up as a contact on a specific return as can be seen in figure 6.12.

Fig 6.11

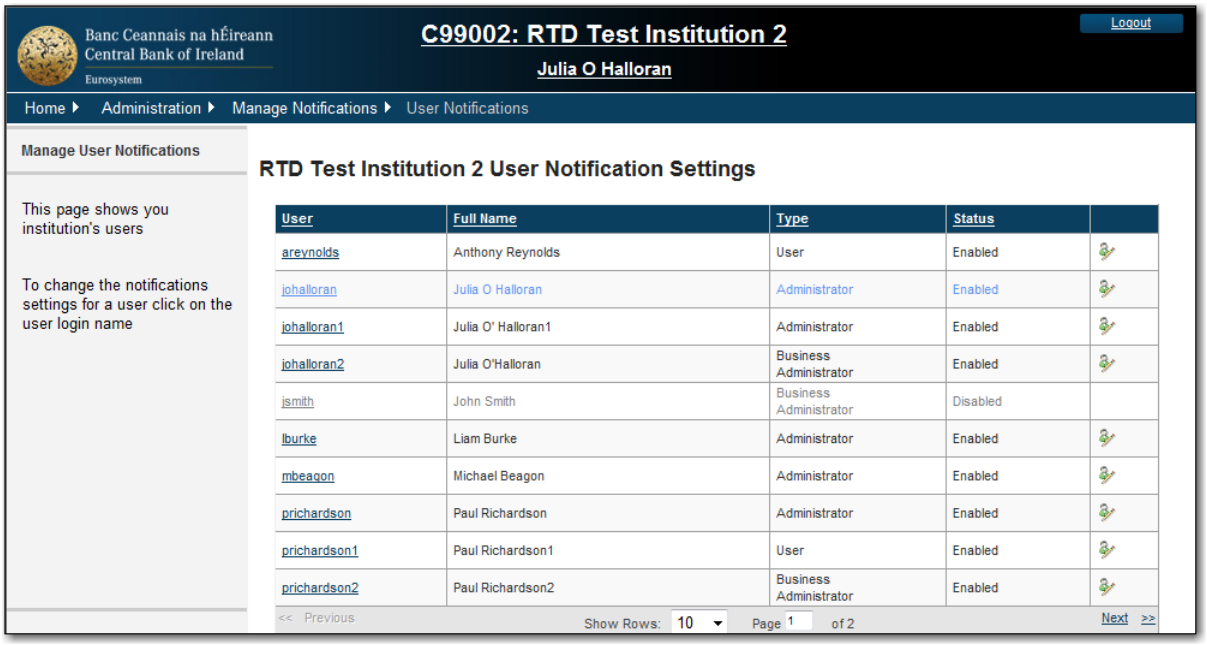
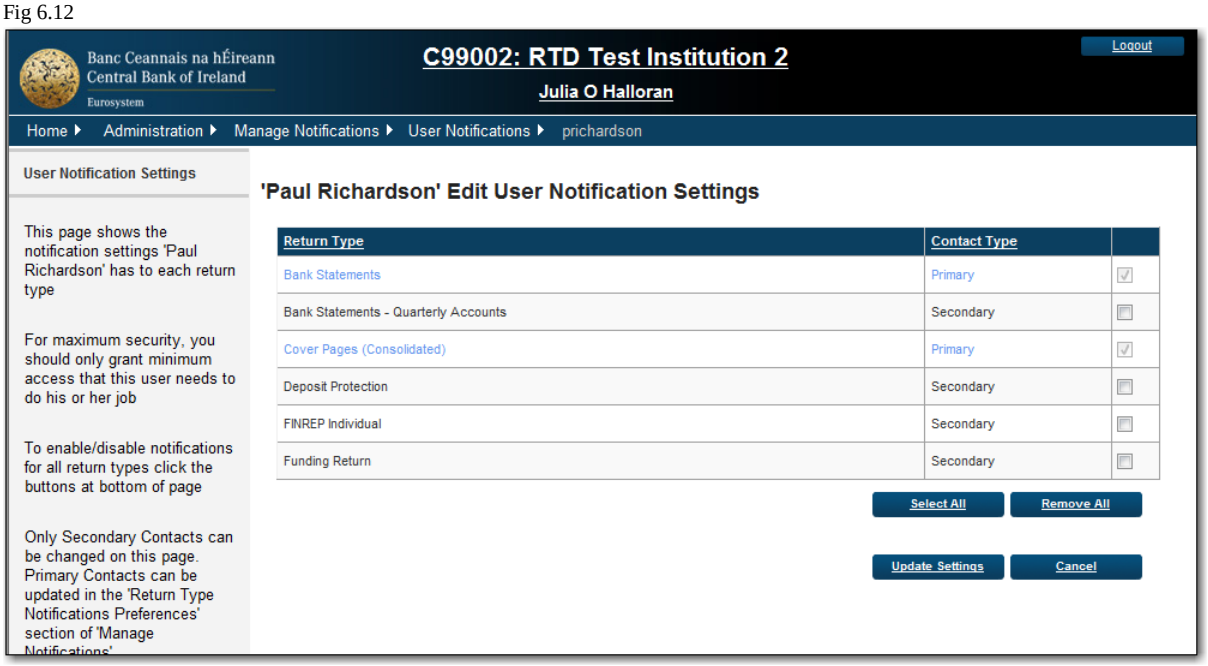


Fig 6.12



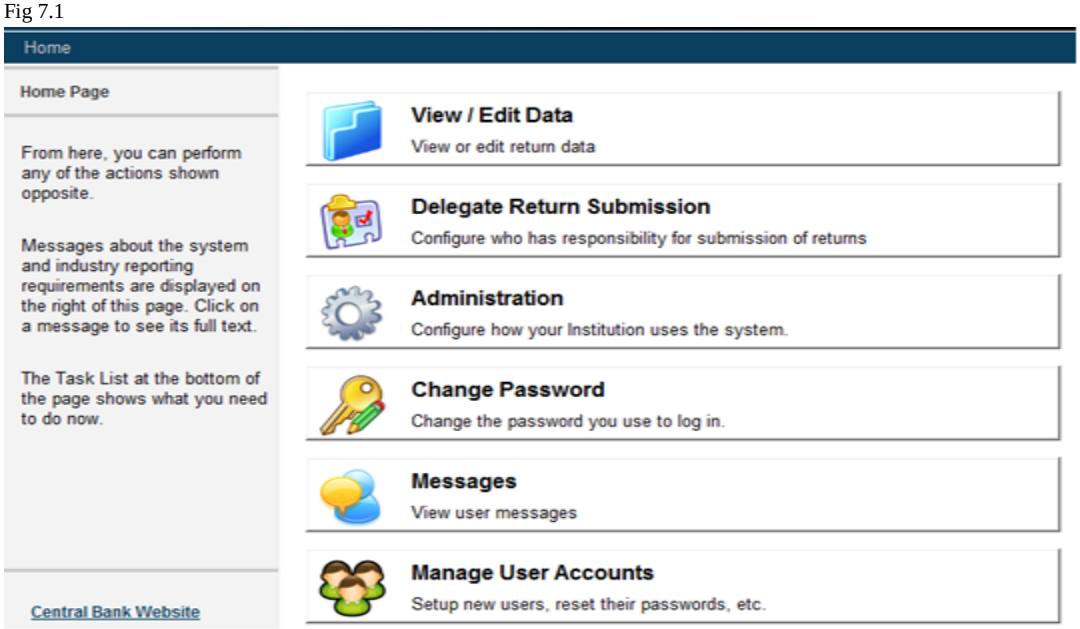
- Check and uncheck the boxes and select **Update Settings**.

7 Delegation

7.1 Delegation for Funds

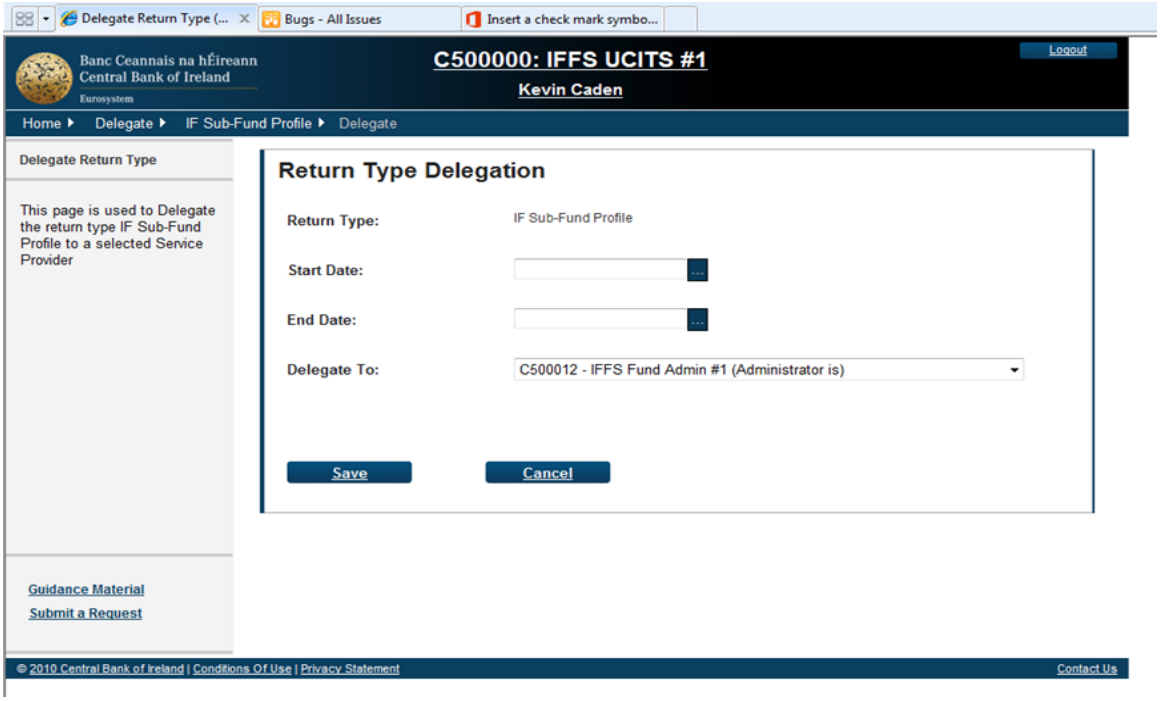
- The System Administrator may delegate a fund regulatory return filing to either the funds administrator or the funds legal advisor. The delegation options are limited to these two service provider types.
- To delegate a return, the System Administrator should select Delegate Return Submission (Figure 7.1 refers)

Fig 7.1


Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
View / Edit Data
View or edit return data
Delegate Return Submission
Configure who has responsibility for submission of returns
Administration
Configure how your Institution uses the system.
Change Password
Change the password you use to log in.
Messages
View user messages
Manage User Accounts
Setup new users, reset their passwords, etc.

- The System Administrator should then select the relevant regulatory return they wish to delegate. (Figure 7.2 refers)

Fig 7.2



- The System Administrator will be prompted to insert a **Start Date**. This date must be a date **before** the first reporting date of that return is being made via the ONR System. For example, if the Sub-Fund Profile has a reporting date of 30 June 2013, the Start Date must be before 30 June 2013. The End Date should be left blank unless the System Administrator is aware of the date the relationship with the fund administrator or legal advisor is terminating.
- The **Delegate To** field will be pre-populated with the names of fund administrator and fund legal advisor. These names are taken from information held on the Central Bank's records. If the name of an entity here is incorrect please contact the Central Bank immediately. Once the System Administrator selects either the fund administrator or fund legal advisor select the Save button and the return is now delegated to be filed by the entity the System Administrator has selected. (Figure 7.3 refers)

Fig 7.3

Delegate To:
IFFS Fund Admin #1 (Administrator is)
IFFS Fund Admin #1 (Administrator is)
IFFS Fund Legal Advisor # (Legal Advisor is)
Save
Cancel

- If the System Administrator wishes to assign any of the regulatory returns to a third party they should do so using the **Manage User Accounts** tab – See Section 4 of this guide.
- Please email fundsonr@centralbank.ie for further detail on Delegation of Returns

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